

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 14th April 2025 AT 7.30pm**

Present:	Chairman Cllr Francis Pullman (FP), Cllr ShirleyMay Saunders (SMS), Cllr Trevor Ingram (TI), Cllr Ann Cooper (AC)
In attendance:	Anne Oliver Parish Clerk, 5 members of the public, DCC/EDDC Cllr Jess Bailey
Apologies	N/A

Minutes of the Extraordinary Meeting of the Parish Council

Item (a)	Discussion and decisions (b)
25/155	Welcome and Chairman's announcements The meeting started at 7.30pm. The Chairman, Cllr FP, welcomed everyone to the meeting.
25/156	Apologies. To receive apologies and approve reasons for absence, if considered appropriate. N/A
25/157	To receive Declarations of interest for items on the agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the agenda. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change. Cllrs FP, TI, AC and SMS each declared no interests in items on the agenda.
25/158	Public question time (3 minutes): To allow members of the public present to give their question/comments to 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. <i>(Contributions are limited to 3 minutes).</i> The Chairman read out a statement submitted to the meeting by the applicants for planning application 25/0671/FUL, 6 Potters Close. The applicant explained the aims of the proposed works: to relocate the entrance to the building, changes to the internal layout and to a first floor extension above the garage. The statements also addressed objections and concerns published on the Planning Portal. The applicant advised that they had taken care to avoid additional overlooking of neighbouring properties. Several members of the public spoke to raise concerns about planning application 25/0671/FUL, 6 Potters Close. Concerns included: <ul style="list-style-type: none"> • Overlooking and invasion of privacy • The garage and external staircase were very close to the boundary, approx. 1m • Loss of amenity, shading due to the first floor extension. • Differences in ground levels exacerbated the impact of the extension on neighbouring properties • Dust and noise due to the use of the first floor extension for woodworking • Adverse impact on trees • Health and Safety concerns • The location of the garden office of Cherry Cottage is incorrect on the submitted plans. • Additional traffic on Potters Close (a cul-de-sac) which is a route used by pedestrians and school children.
25/159	Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature

	of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded. Proposed items: n/a
25/160	<p>Planning Applications received: To consider a further consultee response to:</p> <p>25/0671/FUL 6 Potters Close West Hill Ottery St Mary EX11 1YE Proposed two storey infill extension between the existing house and the detached garage. Proposed first floor extension above the garage including external steps. Single storey extension on the Northwest elevation. Revised window and roof window arrangements to accord with revised internal layout.</p> <p>The Parish Council had agreed a response to the application at the previous Council meeting on 1st Apr (25/136). Cllrs expressed concerns that the proposed extension may lead to overlooking and result in a loss of amenity on neighbouring properties but voted to support the application.</p> <p>Councillors considered further information available since the previous meeting:</p> <ul style="list-style-type: none"> • Two members of the Council had accepted an invitation from the owners of Cherry Cottage to carry out a site visit. • 11 public comments published on the Planning Portal (all object). • Public comments made earlier in the meeting (25/158) <p>Cllr SMS gave a short report on the site visit. The extension and staircase would be located very close to the boundary between the properties. The difference in ground levels (c 5 feet) between 6 Potters Close and Cherry Cottage greatly increased the adverse impact of the extension. For these reasons, Cllrs felt the proposed extension would be overbearing on neighbouring properties.</p> <p>Cllr FP noted that the objections raised by the members of the public focussed on the proposed 1st floor extension. Other aspects of the proposed works had not raised concerns.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> a. object to the current application b. ask the applicant to consider an application to include changes to the ground floor and internal layout but exclude a first floor extension. Also, to explore other options for a hobby space, perhaps a ground floor extension. <p>5 members of the public left the meeting.</p>
25/161	<p>Planning Applications received: To consider a response to:</p> <p>25/0734/TRE Oakdene Hawkins Lane West Hill Devon EX11 1XG T1, Scots Pine: fell to ground level. T2, Oak: 3m height reduction</p> <p>Cllrs noted the references given to trees T1 and T2 did not relate to the tree references under 18/0008/TPO.</p> <p>The Council was unable to make an informed decision on the application as an Arboricultural Report was not submitted. Cllrs recognised that tree works may occasionally be required to maintain the health of the trees, however a report would have provided a professional assessment of the health of the trees, associated risks and a justification for the proposed works. No justification for the proposed works to T2 were provided in the application.</p> <p>Cllrs noted that the trees play a significant role in the tree-lined character of Higher Broad Oak Road. This was recognised in 2018 when the TPO was confirmed.</p> <p>25/0795/TRE 7 Warren Park West Hill Devon EX11 1TN T1: Douglas Fir - dismantle to ground level.</p>

	<p>Cllrs noted the public comments submitted to EDDC regarding the risk to children's safety.</p> <p>Cllrs felt that the Douglas Fir was very prominent in the streetscene as the only large tree on the southern boundary of Warren Park. Loss of the tree would adversely affect the character of the area. Cllrs queried the extent of the works required for safety purposes.</p> <p>The Council was unable to make an informed decision on the application as an Arboricultural Report was not submitted. Such a report would have provided a professional assessment of the health of the tree, associated risks and the extent of the works required.</p>
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WHPC Groups + Initiatives

25/162	<p>Village Hall Pedestrian Path Working Group: To consider if available, a National Grid quote for electrical works (SCHOOL road sign) and to decide actions/costs.</p> <p>Cllrs considered a paper circulated prior to the meeting which set out the costs of moving a road sign required as part of the construction of the new Village Hall footpath.</p> <p>Cllr FP explained that it was necessary to move one of the orange flashing lights warning oncoming traffic of the proximity of a school entrance. The sign opposite Ashley Brake was to be moved to the other side of the road near to the entrance to Warren Park. This location had been approved by Highways.</p> <p>A National Grid quote for the works to disconnect and re-connect the sign was £1,354.12 plus VAT. Associated groundworks to prepare the new site and to move the sign were included in the Devon Tarmasters quote previously approved by Council.</p> <p>Cllrs considered the optimum timing for the work. National Grid advised that work could be started around 12 weeks from receipt of the order. Cllr FP noted</p> <ul style="list-style-type: none"> - there was no indication about when the outcome of DCC Highways consultation about the Traffic Regulations Order would be known. - The move of the flashing light is not dependent on any other highways works. The sign in its current location was not easily visible to cars on West Hill Road due to the curvature of the road whereas in its new location the sign will be clearly visible to approaching traffic. He suggested that the relocation of the sign could be considered a safety improvement. <p>It was resolved to:</p> <ul style="list-style-type: none"> a. Accept the National Grid quote, £1,354.12+vat, for the dis-connection/re-connection of the road sign. b. To proceed with the work as soon as possible as the relocation of the sign could improve road safety. The work could be carried out independently of the other highways works.
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Other Matters

25/163	<p>To receive a report from the Parish Clerk (Urgent Matters):</p> <ul style="list-style-type: none"> a. WHPC had received an Insurance Renewal Quote. This would be reviewed by the Finance Working Group. Action: Cllrs were each asked to review their details on the Statement of Fact as the Council has a duty of fair presentation of the risks to be insured. b. WHPC had received notification of applications to EDDC for the renewal of two Street Trading Licences. Due to the short deadlines 24/25th April, Councillors were asked to consider their response. <p>It was resolved to support the renewal of the licences for The Wandering Pig and The Codfather as WHPC the Council (or EDDC) had not received any associated complaints.</p>
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	<p>c. Cllrs were invited to attend a BT Switchover webinar on 6th May. BT's session would outline their approach to migrate vulnerable customers during the transition to Digital Voice services during autumn 2025 (Southwest).</p> <p>d. The agenda for the next meeting of the EDDC Planning Committee includes a West Hill Planning application: 25/0173/PIP 2 new dwellings at Elsdon House.</p>															
25/164	<p>Financial matters:</p> <p>1. To consider and approve, if appropriate, the Schedule of Payments. <i>n/a</i></p> <p>2. To consider and approve, if appropriate, any additional payments presented to the meeting.</p> <p>Cllrs considered a Schedule of Payments presented to the meeting and published on the Council's website. No questions were raised.</p> <table><tr><td>1</td><td>Inv 6660 DALC + NALC Annual Affiliation Fees</td><td>£734.28</td></tr><tr><td>2</td><td>Inv 24442 Cosmic - Website Hosting/Support + Certificates</td><td>£720.00</td></tr><tr><td>3</td><td>Inv 3123 PLG Services Maintenance Verge School Lane/WestHill Road</td><td>£48.00</td></tr><tr><td>4</td><td>Inv 3323 PLG Services VAS Transfers</td><td>£96.00</td></tr><tr><td>5</td><td>West Hill RBL - Room Hire 26th March 2025 Defib Familiarisation</td><td>£30.00</td></tr></table> <p>It was resolved to approve the payments and sign the invoices.</p>	1	Inv 6660 DALC + NALC Annual Affiliation Fees	£734.28	2	Inv 24442 Cosmic - Website Hosting/Support + Certificates	£720.00	3	Inv 3123 PLG Services Maintenance Verge School Lane/WestHill Road	£48.00	4	Inv 3323 PLG Services VAS Transfers	£96.00	5	West Hill RBL - Room Hire 26th March 2025 Defib Familiarisation	£30.00
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25/165	<p>Councillor 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>															
25/166	<p>Next meeting: To confirm arrangements for upcoming WHPC meeting on Tuesday 6th May 2025 7.30pm at the Village Hall</p>															

County/District Cllr Jess Bailey left the meeting.
Part A ended 8.30pm
Meeting closed at 8.30pm

Signed

Date