

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 5<sup>th</sup> February 2019 AT 7.30PM  
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH) Cllr Jill Ingle (JI) Cllr Alan Cook (AC) Cllr Jessica Bailey (JB) Cllr Quentin Tailford (QT) Cllr Christopher Hall (CH)
In attendance:	Anne Oliver Parish Clerk, EDDC Cllr Geoff Pratt, EDDC Cllr Paul Carter plus 4 members of the public
Absent:	Cllr Jo Talbot

Item (a)	Discussion and decisions (b)
<b>19/024</b>	<b>Welcome and Chairman's announcements</b> The Chairman welcomed everyone, reminded everyone that the meeting was being recorded and started the meeting at 7.30pm
<b>19/025</b>	<b>Apologies.</b> Apologies were received from Cllr Jo Talbot
<b>19/026</b>	<b>Public question time (3 minutes)</b> No member of the public chose to speak
<b>19/027</b>	<b>To receive the monthly crime stats</b> for information <b>Action:</b> Clerk to distribute following the meeting
<b>19/028</b>	<b>District and County Councillors' reports</b> for information District Councillor Geoff Pratt mentioned, that in view of Government cuts, East Devon District Council (EDDC) are considering an initiative to invest £20m in commercial property (not retail). The proposal will be taken to the next full Council meeting. Cllr Pratt believed that although many Councils have taken this approach he believes that it is a risky strategy. District Councillor Paul Carter introduced the new Crowdfunding scheme for projects recently launched by EDDC. Up to £50,000 is available with up to £10,000 per project. The scheme is open to community and not-for-profit organisations. Details are available on the EDDC website. This is a pilot scheme and could be extended. Cllr Carter also mentioned that East Devon have the best recycling rates in the country and that other Councils are learning from the EDDC methods ad approach. Also the new EDDC office Blackdown House in Honiton will open on Monday 11 <sup>th</sup> February.
<b>19/029</b>	<b>Declarations of Interest</b> a. Register of Interests: Councillors are reminded of the need to update their register of interests. b. To declare any personal interests in items on the agenda and their nature. 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).  Cllr JB declared a personal interest in planning application 18/2872/FUL as she is a friend of one of the applicants. She said she would remain in the room and take part in the discussion.

<b>19/030</b>	<p><b>Minutes</b></p> <p>a. The minutes of the Parish Council meeting on 6<sup>th</sup> November 2018 were approved as a true and accurate record</p> <p>b. Parish Council meeting on 15<sup>th</sup> January 2019 – meeting was not required</p>
<b>19/031</b>	<p><b>Updates on actions and matters arising from the last meeting</b> (action tracker)</p> <p>Many items are on this agenda but those that are not were updated as follows</p> <p><b>Overgrown Hedges</b> – Councillors were pleased that the residents contacted about their overgrown verge had responded positively by cutting it back. <b>ACTION:</b> Clerk to send a note of thanks</p> <p><b>Playing Field/Open Space</b> – further progress to consider potential sites has been delayed to EDDC office department moves during January.</p> <p><b>Communities Together</b> – The bid for funding for West Hill Wasps has been submitted. Also WHPC have supported the Ottery Help Scheme funding bid for the Memory Café.</p> <p><b>Tree Officers</b> - proposed meeting with the EDDC Tree Officers to discuss West Hill concerns has been delayed due to EDDC office department moves during January. <b>ACTION:</b> Clerk to arrange meeting</p>
<b>19/032</b>	<p><b>Planning applications received</b></p> <p><b>18/2872/FUL</b> 1 Moorlands, West Hill. Applicant: Mr &amp; Mrs Hollier Proposal: Construction of first floor extension to rear</p> <p>Councillors supported this application. Although there may be some minor overlooking issues these were not felt to be significant.</p> <p><b>19/0069/FUL</b> Arborfield, West Hill Road Applicant: Mr Sullivan Proposal: Construction of detached dwelling and demolition of existing garages.</p> <p>Councillors were concerned about the proposed new drive which threatens a significant group of trees at the entrance to the property, on the boundary with neighbouring property and would also require the removal of the boundary hedge. This is contrary to the neighbourhood plan and West Hill Design Statement. The trees near the entrance and boundary hedge are not included in the tree report.</p> <p>Councillors also felt that the density of the development is not consistent with that in the area and that there were overlooking issues between the houses.</p> <p>The proposals include removal of the existing garages for Arborfield and there is no provision for off road parking for Arborfield. This may lead to a future application for a new garage for Arborfield in front of the property which would be resisted by the Council.</p> <p>There will be significant shading of the new property which may lead to future removal or trimming of trees.</p> <p>The council unanimously objected to the application.</p>
<b>19/033</b>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>18/1721/FUL</b> Meadowgate – approved *</p> <p><b>18/2425/FUL</b> Meadowgate – approved *</p> <p><b>18/1064/FUL</b> Potters Country Market – approved *</p> <p><b>18/2375/TRE</b> Pennyfield, West Hill Road – approved * (WHPC thought insufficient information)</p> <p><b>18/1996/FUL</b> Babbling Brook – approved *</p> <p><b>18/2363/TRE</b> Dene, Lower Broad Oak Road – refused</p>

	<p><b>18/2624/TRE</b> 11 Moorlands – approved * (partly)  <b>18/2499/TRE</b> Pinnerwood, 5 Brackendown – approved * (partly)  <b>18/2594/TRE</b> 14 Warren Park - refused</p> <p>The Council noted that the high number of cases where the EDDC planning decision had differed with the WHPC recommendation.</p> <p><b>ACTION:</b> At the next Council meeting review recent planning decisions and agree matters to discuss with EDDC Planning department.</p>
<p><b>19/034</b></p>	<p><b>TPO notifications-</b> for information  <b>18/0081/TPO</b> Land at Birchleigh, Elsdon Lane – decision taken not to confirm the order  <b>18/0077/TPO</b> Land at Babling Brook, Lower Broad Oak Road  <b>19/0006/TPO</b> Land at Keymer House, Northwood and 8 Bendarroch Road  <b>19/0007/TPO</b> Land at Broad Hayes, Toadpit Lane  <b>19/0010/TPO</b> Land at The Gables, West Hill Road</p>
<p><b>19/035</b></p>	<p><b>To consider a WHPC Grant Application to support St Michael’s Craft and Flower Festival</b></p> <p>The West Hill Parochial Council submitted a grant application to the Council to seek support for a St Michael’s Craft and Flower Festival. This will be a 3 day display of art, craft and flowers all created by members of the West Hill community. Richard Bonnie, the Parish Council Secretary was present and answered the Councillors questions. The proposal was given very positive support from the Councillors. MH confirmed that the Council had the power to support the festival as in the manner that it supports the summer fete.</p> <p><b>It was resolved:</b> to make a grant of £200 towards set up costs including the café and WHPC would sponsor the children’s competition with £50 in prize money.</p>
<p><b>19/036</b></p>	<p><b>To receive PPP report for 2019 and agree actions</b></p> <p>Eileen Perkins reported that she had carried out the 2019 survey of public paths in West Hill. She then presented the findings (Public Paths Partnership Report) to the council highlighting issues such as pot holes, a fallen tree and a dead tree. The report has been submitted together with an application for funding to cover remedial action. The Council unanimously expressed their thanks to Eileen for her hard work and diligence.</p>
<p><b>19/037</b></p>	<p><b>To receive an update on Devon Air Ambulance Trust proposal for a landing site in West Hill including arrangements for a public consultation on 15<sup>th</sup> February 2019 and fundraising.</b></p> <p>Cllr QT reported a very positive initial response from the community towards the proposal. A public information session is scheduled for 15<sup>th</sup> February in the Village Hall 3.00-6.00pm. Toby Russell from the Devon Air Ambulance Trust and members of WHPC will be there to provide information and answer questions from residents. Information leaflets will be delivered to residents living near the proposed site and posters will be sited around the village to make other residents aware of the information event.</p> <p>Subject to a positive response at the public session on the 15<sup>th</sup> Feb the next step in the process would be to submit a planning application.</p> <p>Cllr QT explained that in addition to a grant from the Devon Air Ambulance Trust the project has a proposed funding target of £4000 to cover installation, equipment and ongoing maintenance. £2000 of this amount to be raised by the community and the balance by WHPC and District Councillors.</p> <p>The Probus Group have offered to lead the fundraising on behalf of the community.</p> <p><b>It was resolved:</b> to agree a budget of £4000 for the project.</p>

<b>19/038</b>	<p><b>To receive an update on the Playpark equipment and to consider actions and expenditure.</b></p> <p>Cllr JB presented a revised proposal for new Playpark equipment – “a climbing tree”. The proposal now includes the necessary groundworks. Overall the Councillors supported the proposal but had concerns regarding guarantees, maintenance issues and associated costs.</p> <p>MH suggested that the other playpark equipment should be checked to identify any maintenance issues</p> <p><b>ACTION:</b> JB to ensure the proposal and quote includes a maintenance plan, a 5-10year guarantee plus dimensions of the proposed structure.</p>
<b>19/039</b>	<p><b>Update on Highways Community Enhancement Fund submission for funding for a Lengthsman</b></p> <p>The Clerk reported that the West Hill bid had been submitted and will be reviewed in March. The Council is seeking funding for a lengthsman to cut verges, clear ditches etc where this work is not covered by Devon County Council.</p>
<b>19/040</b>	<p><b>To consider Consultant’s Traffic Study and agree further actions and expenditure</b></p> <p>Cllr MH reported that the Consultant’s report been updated following comments from Councillors. Good progress had been made at a subsequent meeting with Jon Tricker where proposals were discussed in detail. The Councillors asked for two additional diagrams, however they felt that the proposals were now sufficiently detailed to take to the community for consultation. It was suggested to hold a public information in March, probably a Friday, say 3.00-6.00pm at the Village Hall. The Councillors felt that the Jon Tricker should be present to liaise with residents about each of the proposals.</p> <p>The report stated that the next steps should be to get feedback from Devon County Council and that a Road Safety Audit would be required.</p> <p><b>It was resolved:</b></p> <ul style="list-style-type: none"> <li>• to ask the consultants prepare more detailed diagrams for two of the proposals, together with amendments to the existing sketches cost £500 (MH)</li> <li>• that Jon Tricker would submit the report to DCC for comment.</li> <li>• to arrange a information session for residents to review and comment on the proposals (Clerk)</li> <li>• to ask Jon Tricker to attend the community information session and provide large (A2) posters for each of the 7 key proposals plus the annotated village map, plus provide 2 copies of the report for the session. (cost to be confirmed) (MH)</li> <li>• subject to a satisfactory response at the information session, commission a Road Safety Review of the proposals £1,500 (MH)</li> </ul>
<b>19/041</b>	<p><b>Updates and reports from Working Groups</b></p> <ol style="list-style-type: none"> <li>a. Finance</li> <li>b. Invasive weeds</li> <li>c. Personnel – Cllr MH noted that the Clerk had signed her contract.</li> <li>d. Playing field/open space</li> <li>e. School field</li> <li>f. Website</li> </ol>
<b>19/042</b>	<p><b>To consider an anonymous letter received by WHPC regarding CCTV and whether any action is required.</b></p> <p>Cllr MH reported that the Council had received an anonymous letter alleging irregular operation of CCTV by a resident. It was agreed that WHPC has no jurisdiction over these matters, however if they think fit could pass it on to the PCSO for West Hill. Councillors had</p>

	<p>checked the Information Commissioners website and GDPR regulations but noted that it was very impossible to respond to the author of the letter because of the anonymity.</p> <p><b>It was resolved:</b> not to take any further action on this matter.</p>
19/043	<p><b>To consider the need for a policy concerning anonymous communications received by the Council.</b></p> <p><b>It was resolved:</b> not to take any further action on this matter.</p>
19/044	<p><b>To consider re-appointing Paul Hayward as internal auditor 2018-19</b></p> <p><b>It was resolved:</b> to ask Paul Hayward to carry out the 2018/2019 Audit (Clerk)</p>
19/045	<p><b>To consider an annual review of WHPC Risk Assessment</b></p> <p><b>It was resolved:</b> To undertake an annual review of the WHPC Risk Assessment</p>
19/046	<p><b>To consider an annual review of WHPC Financial Controls</b></p> <p><b>It was resolved:</b> To undertake an annual review of the WHPC Financial Controls</p>
19/047	<p><b>To agree date and format for Annual Parish Meeting</b></p> <p>Cllr MH proposed that the Annual Parish Meeting should be held in April, possibly 16<sup>th</sup> April. The Councillors considered the format of the meeting and felt it was important to include a wide cross-section of the community. It was suggested to invite village clubs and organisations to ask them to prepare a short presentation highlighting their activities and plans for the year ahead.</p> <p><b>Action:</b> confirm date for the meeting and invite local clubs and organisations (Clerk)</p>
19/048	<p><b>Finance and invoice tracker</b></p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk Anne Oliver claim for expenses - approved</li> <li>2. Clerk Anne Oliver claim for membership of Society of Local Council Clerks</li> <li>3. Previous Clerk – Alison Carr invoice for handover to new Clerk (January) - approved</li> <li>4. Steve Radcliffe - Playpark gardening (Dec) * no invoice for January due to weather - approved</li> <li>5. Cllr Jessica Bailey - expense claim for paint regarding dog fouling - approved</li> </ol> <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> <li>a) Village Hall invoice for room hire (Dec) - noted</li> <li>b) Invoice 17307 from Abalone Graphics for badge for new Clerk - noted</li> <li>c) Steve Radcliffe for Play Park gardening (Nov) - noted</li> <li>d) Invoice 13049 from Cosmic for website library adjustments - noted</li> </ol> <p>To receive the bank reconciliation for December and January – for information - noted</p>
19/049	<p><b>Councillors questions, reports and items for future agenda</b></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> <p>Cllr CH reported that he had joined the Village Hall Committee on behalf of WHPC as previously agreed</p> <p>Cllr MH stated that that EDDC had circulated a “Landmarked Trees and Re-Planting” paper for comment. This asks each Parish to consider possible planting sites. Suggestions included the Village Hall, replacing the Chestnut Tree on Courtfield Close.</p> <p><b>Action:</b> Consider possible sites for Landmark Trees and Re-Planting and discuss at the next Council Meeting (All)</p> <p>Cllr MH stated that that EDDC had circulated a “List of Heritage Assets” paper for comment. This asks each Parish to nominate features to be listed. Cllr MH reported that the scope of the list included landscapes and trees.</p>

	<p><b>Action:</b> Consider possible sites and discuss at the next meeting (All)</p> <p>Cllr MH reported that the West Hill Snow Warden Craig Williams had gritted areas in West Hill during recent snow. He has since reported that there are problems with the grit spreader.</p> <p><b>Action:</b> to review the “snow plan” with the snow warden and discuss any actions required and, in particular, regarding the grit spreader</p> <p><b>Action:</b> Cllr MH will attend the EDDC Crowdfunder Meeting 13th February on behalf of WHPC</p> <p>Cllr MH reported that WHPC has received a short paper from a resident Ralf Pearson. This considers current broadband provision across the village and outlines a proposal for future action.</p> <p><b>Action:</b> to include an item on Broadband on a forthcoming agenda. (Clerk)</p>
<b>19/050</b>	<p><b>Next meeting</b> To confirm the date of the next meeting which is scheduled for Tuesday 19<sup>th</sup> February 2019</p> <ul style="list-style-type: none"><li>• It was noted that although some Councillors will be absent this meeting is likely to place.</li></ul> <p>or Tuesday 5<sup>th</sup> March 2019 if there are no urgent planning matters to consider.</p> <p>There being no further business the Chairman thanked everyone and closed the meeting at 9.27pm.</p>

Signed: *Anne Oliver*, Clerk to the Council

30<sup>th</sup> January 2019