

**WEST HILL PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD ON
5th SEPTEMBER 2017
AT 7.30 P.M. AT WEST HILL VILLAGE HALL**

Present:

Chairman Parish Councillor Margaret Hall (MH)
Parish Councillor Kilian Hall (KH)
Parish Councillor Jessica Bailey (JB)
Parish Councillor Jill Ingle (JI)
Locum Clerk Carmel Wilkinson (CW)
Permanent Clerk Alison Carr (Clerk)

Apologies:

Vice Chairman Parish Councillor Jo Talbot (JT)
Parish Councillor Christopher Hall (CH)
Parish Councillor Alan Cook (AC)

1. WELCOME AND CHAIRMAN'S ANNOUNCEMENTS

- MH welcomed Parish Councillors, District Councillor Matt Coppel and members of the public, and opened the meeting at 7.30 p.m.

2. PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

- Updates were given about repairs to footpaths, stiles and signage.
- The dead tree in the car park at McColls, previously notified to the Parish Council, has been reported to Devon County Council and is being assessed.
- The grassy area surrounding the planter at McColls is the responsibility of Devon County Council Highways and should receive four cuts per year in May, June, July and the end of September. If the grass has not been cut by 22-25 September, the Parish Council could contact DCC Highways to arrange for it to be cut.
- Alternatively, West Hill Parish Council could consider taking on responsibility for this area.

3. TO RECEIVE EDDC & DCC COUNCILLORS' REPORTS

- MC said funding for projects is available under the Community Infrastructure Levy (CIL).
- Friday 22 September is the deadline by which CIL funding bids must be submitted to EDDC.
- MC said EDDC is anticipating a high number of applicants and many bids will not succeed. Parish Councils are being encouraged to "look after themselves".
- The planning application by Aggregate Industries for Straitgate Farm – EDDC has not made MC aware of its response yet.
- The new arrangements for collecting waste/recycling. Some minor teething problems have been reported to EDDC. However, MC said the new scheme appears to be working well so far as the proportion of missed collections has fallen from 1% to 0.5%.

4. TO RECEIVE POLICE REPORT APPENDIX 1

- The report from D&C police was on crimes reported in Ottery Rural/West Hill, not specifically on WH Parish.
- Councillors were unaware if PCSO Maria Clapp (retired) will be replaced.

ACTION: Clerk to write to the sender of the email to ask who the point of contact will be now Maria has retired and if the crime report could be tailored for West Hill.

5. APOLOGIES FOR ABSENCE

- Vice Chairman Councillor Jo Talbot, Councillor Christopher Hall, Councillor Alan Cook.

6. TO IDENTIFY MATTERS OF URGENCY

- None identified.

7. TO RECEIVE DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS FROM COUNCILLORS ON MATTERS TO BE CONSIDERED AT THE MEETING.

- JB, KH and JI – none to report.
- JB requested that the agenda for the next Parish Council meeting should have the wording of this section changed to include “pecuniary interests”.
- MH indicated her previously declared interest in the planning application by Aggregate Industries regarding Straitgate Farm, having commented on behalf of West Hill Residents’ Association and the CPRE. Declared her intention to remain in the chair for that part of tonight’s meeting but would not vote.

8. TO CONSIDER CONFIDENTIAL ITEMS

- Deferred to the end of the meeting.

9. TO AGREE MINUTES OF LAST MEETING APPENDIX 2

- The minutes of the last meeting were agreed following a discussion of Section 14 (strategic planning) and whether it had been resolved to book LGRC to run a strategic planning workshop in October without knowing the results of the residents’ survey. Some Councillors thought the decision to work further with LGRC was conditional on the survey results yielding useful information.

Proposed by: JB Seconded by: JI Passed: Unanimous

10. MATTERS ARISING AND ACTIONS FROM PREVIOUS MEETING:

- To confirm arrangements for informing contacts of new Clerk’s details.
 - The new Clerk’s details have been notified to Devon County Council and the Clerk will contact EDDC to update their contact details.
- To confirm arrangements for purchase of office equipment
 - MH said the Clerk’s office equipment has been purchased by the Clerk.
 - MH proposed WHPC reimburse the Clerk for the cost of the equipment.

Proposed by: MH Seconded by: JB Passed: Unanimous

- To consider further action required following outcome of the community consultation
 - The results of the residents’ survey conducted by LGRC were unsurprising. It proved difficult to fix a date and time when all the WHPC councillors and Clerk, plus Nick Randle were available.
 - MH proposed that the strategic planning should be done in house. This will occur on the evening of 9th October, which is the only time when all the councillors and Clerk are available.

Proposed by: MH Seconded by: JI Passed: Unanimous

- A strategic planning working group will be formed with all the councillors and Clerk. The group will work up a strategic plan based on the survey results, with long- and short-term objectives and costings. Any proposals will come back to the council meeting for formal approval.

Proposed by: MH Seconded by: KH Passed: Unanimous

- To confirm arrangements for collecting sandbags.
 - KH volunteered to collect the sandbags from Sidmouth on 26-27 September.
 - MH asked Ian Heard if there is space to hold 100 sandbags in the village hall, and he agreed in principle depending on how much space is needed as space is short in the village hall.
 - The Out of Hours Home Safeguard service will be given the Clerk’s contact details for emergencies 24/7. It was proposed that information on sandbags and how to obtain them should be put on the new WHPC website for the public.

11. PLANNING – APPENDIX 3 AND 4

Planning decisions received:

- The Gap. MH reported from the DMC that the planning application for The Gap was narrowly refused. Although the applicant will likely appeal the decision, it is hoped that the Villages Plan will have been through Examination, or adopted, which will give the BUAB full weight.

Planning applications considered:

Ref	Applicant	Location	Proposal
17/1442/TRE	Mr Roger Webb	11 Heather Grange West Hill Ottery St Mary EX11 1XZ	All branches hanging towards house to be pruned back to red line because approaching house. The rest of the tree highlighted yellow to be thinned by 10-15% to gain more light in the garden (see photo)
DCC/3944/2017	Aggregate Industries UK Ltd	Straitgate Farm Exeter Road Ottery St Mary EX11 1LG	Extraction of up to 1.5 million tonnes of as raised sand and gravel, restoration to agricultural land together with temporary change of use of a residential dwelling to a quarry office/welfare facility (submission of further environmental information)

N.B. DCC/3944/2017 (Straitgate Farm) above was considered on 15/05/2017 as Planning Application 17/1842/CM. Having set out its response to East Devon District Council, West Hill PC was subsequently contacted by Devon County Council and invited to respond the consultation. On 05/09/2017 WHPC will consider submitting this initial response to Devon County Council but there will be no further discussion of the application.

17/1442/TRE – pruning and thinning tree at 11 Heather Grange.

- MH proposed that WHPC should defer to the tree officer.

Proposed: MH Seconded: JB Passed: Unanimous

DC/3944/2017 – Straitgate Farm.

- WHPC has now been consulted by DCC so it was proposed that WHPC sends the same response to DCC as was already sent to EDDC.

Proposed: JB Seconded: JI Passed: Unanimous

Tree Preservation Orders made:

17/0110/TPO Land at Whirlow, Hawkins Lane West Hill EX11 1XG

17/0106/TPO Land at Ashley Brake, West Hill, Devon

- Both noted.

Notification of appeal:

THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND)

REGULATIONS 2012, SI No. 605

APPEAL BY: Mr S Retter-Hyde

APPEAL REF: APP/TPO/U1105/6288

PROPOSAL: Fell ten Birch Trees

LOCATION: Broad Oak Lodge, Ford Lane, West Hill, EX11 1XE

- This is a fast track appeal and WHPC is not allowed to make further comments.

12. TO CONSIDER ACTIONS REGARDING THE PLAY PARK

- To update the council regarding the deed of grant and any other outstanding requirements before the contract to supply new equipment is actioned
 - EDDC is asking for more information before issuing the deed of grant. WHPC will not place a contract with the play park equipment supplier without the reassurance that WHPC will be able to claim the S.106 money back from EDDC.

ACTION: CW to ask Sulina Tallack at EDDC about what other information she needs to issue the deed of grant.

- To confirm details of contract for new play equipment
 - Already done at a previous meeting.
- To consider a proposal that EDDC carries out inspections of play equipment following installation
 - On hold pending more progress.
- To consider forming a working party to assist with the revamp of the play park
 - Also on hold pending more progress.

13. TO CONSIDER COUNCILLORS' TRAINING NEEDS

- JI, KH and MH attended training for new councillors on 5th September.
- The DALC conference on 10th October was mentioned. JI and the Clerk indicated an interest in attending, and KH if available.
- MH proposed that the Clerk contact Lesley Smith at DALC to purchase a book "Local Councils Explained".

Proposed: MH Seconded: JI Passed: Unanimous

- The Clerk will enrol on CILCA training soon.

14. TO CONSIDER THE MERITS OF A DIGITAL SIGNATURE FOR FUNCTIONS SUCH AS THE SUMMONS TO ATTEND MEETINGS

- WHPC uses wet signatures to sign legal documents.
- MH proposed that digital signatures are probably not necessary now, but WHPC should keep this under review.

Proposed: MH Seconded: KH Passed: Unanimous

15. TO DISCUSS AND DECIDE WHETHER IT IS APPROPRIATE FOR WHPC TO RECORD ITS COUNCIL MEETINGS.

Points in favour of recording the WHPC meetings:

- It would give the Clerk a backup when preparing the minutes: she could check exactly what was said at meetings, not just rely on notes written at the time
- It would enable Councillors to remember exactly what they said
- It would enable Councillors to remember resolutions and make clearer what and when resolutions were made
- People might be more likely to be polite (although if anything unpleasant was said, that would be on record as well)
- It would provide a permanent record if anything controversial was discussed or voted on
- There is already a precedent for recording meetings, as members of the public are free to record a council meeting they attend, and EDDC records its council meetings

How long should such recording be kept and where would they be stored? The Clerk could speak to the EDDC Democratic Services for guidance.

ACTION: Clerk to ring EDDC to check how it could be done. And investigate methods of recording – phone, mic attached to laptop etc.

It was resolved that WHPC should start recording its council meetings.

Proposed: JB Seconded: MH Passed: Unanimous

16. TO DISCUSS PARISHES TOGETHER FUNDING BID WITH AYLESBEARE PC.

- WHPC is in favour of collaborating with Aylesbeare PC to put together a funding bid under Parishes Together for a project that would benefit both parishes.
- MH proposed that she and the Clerk will meet Lynn Parker (APC Clerk) and the Chair, Councillor Peter Williams, to discuss potential projects.

Proposed: MH Seconded: JB Passed: Unanimous

17. UPDATE ON NEIGHBOURHOOD PLAN. TO APPROVE SUBMISSION OF NEIGHBOURHOOD PLAN TO EDDC.

- MH read out a written report from JT on the progress of the Neighbourhood Plan. Final version is ready to go before Ottery St Mary TC and WHPC for approval before going to EDDC for consultation. Then it will go for independent examination. Finally, East Devon residents will vote on it.

- This final version has not changed very much. Some parts on West Hill have been expanded slightly following the consultation with residents.
- MH proposed Councillors approve the plan to be submitted to EDDC.

Proposed: MH Seconded: JB Passed: Unanimous

- The East Devon Villages Plan is going before the inspector. The inspector does not encourage parish representatives to appear at the hearing if they agree with the plan. MC said EDDC will put forward a strong case for all the villages.
- WHPC is concerned that West Hill could have less representation than developers. WHPC has until 13th October to submit written representations. MH said that WHPC could respond by indicating that it reserves the right to be represented at the Examination hearing if West Hill boundaries were discussed in detail. MH will prepare a paper for the next Council meeting
- MH advised that WHPC have been notified of the Devon County Council Minerals Plan Mineral Safeguarding Area Consultation. DCC Minerals Authority will be a statutory consultee on any development proposals around West Hill. They could insist on minerals (sand and gravel) being extracted before development went ahead. This will be brought to the next Council meeting as an Agenda item

18. FINANCE – REVIEW & APPROVE ITEMS OF EXPENDITURE (INVOICE TRACKER)

- No comments.
- 2 invoices to be signed off to LGRC Associates for services. MH proposed that these invoices be signed off.

Proposed: MH Seconded: KH Passed: Unanimous

19. CORRESPONDENCE (TABLED)

- The dead tree at McColls car park has been reported to Devon County Council.

20. COUNCILLORS' QUESTIONS & COMMENTS

- JB hopes to hear back from DCC about a map showing the verges in West Hill.
- JB received an email from the Devon Education Officer about setting up a meeting.
- KH wants to chase up the progress of the new WHPC website. MH said the delay is probably due to having to submit a lengthy questionnaire to obtain the domain name, and they may have been waiting for the new Clerk to be in post.
- KH offered to follow up with Cosmic.
- KH hopes to show the new logo ideas at the next meeting.
- KH will take photos of councillors for the new website. Councillors to contact KH.

The Chairman formally closed the meeting at 9.03 p.m. and the council went into confidential session.

END OF MINUTES

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