

**WEST HILL PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING
HELD ON 16th JANUARY 2018 AT 7.30 P.M.
AT WEST HILL VILLAGE HALL**

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| Present: | Cllr Margaret Hall (MH), Chairman Cllr Jo Talbot (JT), Vice Chairman Cllr Jill Ingle (JI) Cllr Alan Cook (AC) Cllr Christopher Hall (CH) Cllr Kilian Hall (KH) |
| In attendance: | Alison Carr, Parish Clerk |

| Item (a) | Discussion and decisions (b) | Action (c) |
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| 18/027 | Welcome and Chairman's announcements MH welcomed Parish Councillors, reminded everyone that the meeting was being recorded and opened the meeting at 7.30pm | |
| 18/028 | Public questions No members of the public were present | |
| 18/029 | District and County Councillors' reports None | |
| 18/030 | Police report None received. The Clerk reminded Councillors that she circulated an email from PCSO Steven Trail on 11/1/18 which indicates that West Hill Parish will not receive an individual crime report. ACTION: CH offered to pursue the matter with PCC Alison Hernandez JT reported that Cllr Jessica Bailey had done some online research and found 9 incidents in the West Hill area that had not been notified to WHPC. AC said he receives reports from Neighbourhood Watch. ACTION: AC to forward what reports he has got to the Clerk for circulation | CH AC |
| 18/031 | Apologies Apologies were received from Cllr Jessica Bailey, District Cllr Paul Carter | |
| 18/032 | Declarations of interest None | |
| 18/033 | Planning applications received (previously notified to Councillors) 18/0008/FUL Shepherds Cottage, Bendarroch Road Proposal: construction of detached car port It was resolved to support the application. 17/2608/FUL Rucel, Bendarroch Road Proposal: Detached garage (alternative to garage approved under reference 16/1276/FUL) Councillors were concerned that the proposed garage encroaches on the root protection area. It was resolved not to support the application. | Clerk Clerk |

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| 18/034 | <p>Planning decisions received for information (*denotes WHPC differed)</p> <p>17/2572/FUL The Warehouse, Toadpit Lane – Approved (WHPC supported on condition that the Tree Officer looks at the issue of tree roots before approval is granted)</p> <p>17/2757/FUL 1 Eymore Drive – Approved</p> <p>17/2786/FUL Woodlee, West Hill Road – Approved*</p> <p>Councillors were disappointed that the planning application for Woodlee had been approved, and their views not taken into account, particularly about the flat-roof design. It was felt that the planners' justification that the design echoed the style of McColls shop was a poor decision, given that the McColls building looks outdated and unattractive. CH said he will write a personal letter in response, and encouraged other Councillors to do likewise, in an unofficial capacity as the Council has already submitted comments.</p> | |
| 18/035 | <p>TPO received for information</p> <p>18/0001/TPO Land at the Needles, Hawkins Lane, West Hill EX11 1XG</p> <p>Although this item was for information only, Councillors felt that it was worth expressing their support for permanently protecting these trees. The trees in question have been listed as Category A in The Special Trees of West Hill report, meaning that they are trees of quality and make a significant contribution to the landscape. Their loss would cause a major change to the local environment. Previous action by neighbours suggests that the trees, which are on the boundary of the properties, may be in danger.</p> <p>Councillors were aware that the TPO is for 6 months, but requested that the Clerk write to the Tree Officer indicating their concerns about the trees and supporting a permanent TPO.</p> <p>ACTION: Clerk to write to D Lomas expressing support for a permanent TPO</p> | Clerk |
| 18/036 | <p>To approve the minutes of the last meeting</p> <p>It was resolved that the minutes of the meeting of 2/1/18 be signed as a true and accurate record.</p> | |
| 18/037 | <p>Matters arising from the last meeting</p> <p>The Clerk queried whether, in future, this section of the agenda could be omitted, as she thought it was very similar to the Updates on Actions section.</p> <p>It was resolved that the Matters Arising section could be omitted in future.</p> | |
| 18/038 | <p>Updates on actions from the last meeting (action tracker)</p> <ul style="list-style-type: none"> a. Parishes Together (MH) A draft application from Cllr Roger Giles (OsM) was circulated to Councillors. In view of the tight deadline, it was confirmed that the Clerk, Jo and Jessica would approve it on behalf of WHPC. b. Notice boards (Clerk) Ordered (purchase order 18/002) c. Fireproof box (Clerk) Ordered (purchase order 18/001) d. Parish crime report format (Clerk) Discussed in section 18/030 above. The Clerk has registered to receive updates via the Devon Alerts scheme which notifies about recent crimes and incidents. e. Public Realm Survey (MH) The walk around the village with Sophie Thompson happened this morning (16/1/18). Sophie is working up a matrix of possible projects and will present the results to Councillors at the Council meeting on 20/2/18 f. Precept demand for FY 2018-19 (Clerk) Has been submitted to EDDC | |

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| | <p>g. UT savings account – Clerk confirmed this has been set up</p> <p>h. Strategic Plan – thanks to KH for working on the spreadsheet. It is on hold for the moment as MH will be on holiday</p> <p>i. Letter from D Lomas in response to Council's comments about unsatisfactory information on planning applications. Councillors were concerned that not all information is being forwarded to them – particularly where D Lomas meets applicants on site and discusses and agrees things. Councillors wondered how much is not formally recorded or passed on to them. They thought there were definitely gaps.</p> <p>ACTION: Clerk to organise a meeting with WHPC and Chris Rose to discuss their concerns.</p> <p>j. Website (KH) Cosmic has promised a working shell website will be ready by 23/1/18. Three people including the Clerk will need to be shown how to enter and update text and information.</p> | Clerk | | | | | | | | |
| 18/039 | <p>Play park repairs and maintenance</p> <p>a. To consider purchasing the maintenance products recommended by Alastair Guy for the play park equipment, as follows:</p> <table><tr><td>Wood preserver:</td><td>Stable Coat:</td></tr><tr><td>£14.99 / 1 litre (a litre covers 6m²)</td><td>£26.50 / 5 litres</td></tr><tr><td>£29.99 / 2.5 litres</td><td>£94.50 / 25 litres</td></tr><tr><td>£49.99 / 5 litres</td><td></td></tr></table> <p>MH and JB met with Wicksteeds on site, agreed what's going where and what extra will be done by Craig Williams.</p> <p>Wicksteeds have said the new equipment will probably be installed at the end of February, but a firm date has not been provided.</p> <p>Craig has agreed to tidy up after Wicksteeds have finished and lay more wood chippings.</p> <p>As for the existing timber play equipment, the products above were recommended by Alastair and will need several dry days to apply, so the maintenance will probably have to wait until summer.</p> <p>It was resolved to purchase the wood preserver, 5-litre size, and the Stable Coat in colour Oak, 5-litre size</p> <p>b. To consider who will carry out the maintenance and repairs.</p> <p>No firm decision was taken but it was hoped that resident volunteers might be found, possibly assisted by some Councillors.</p> | Wood preserver: | Stable Coat: | £14.99 / 1 litre (a litre covers 6m ²) | £26.50 / 5 litres | £29.99 / 2.5 litres | £94.50 / 25 litres | £49.99 / 5 litres | | Clerk |
| Wood preserver: | Stable Coat: | | | | | | | | | |
| £14.99 / 1 litre (a litre covers 6m ²) | £26.50 / 5 litres | | | | | | | | | |
| £29.99 / 2.5 litres | £94.50 / 25 litres | | | | | | | | | |
| £49.99 / 5 litres | | | | | | | | | | |
| 18/040 | <p>Local Government Pension Scheme</p> <p>To consider approving a Discretions Policy (draft policy and guidance notes, Appendix 1 and 2)</p> <p>MH reported that all the optional items in the Discretions Policy would cost the Parish Council more money, though would benefit an employee. The Parish Council needs to balance being responsible with taxpayers' money and being fair to employees. The draft Discretions Policy is in line with that of other councils, in which each optional item is considered on its merits.</p> <p>It was resolved to adopt the draft Discretions Policy as tabled.</p> <p>ACTION: Clerk to forward the adopted Discretions Policy to Peninsula Pensions ASAP.</p> | Clerk | | | | | | | | |

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| 18/041 | <p>Snow warden</p> <p>a. To consider appointing Craig Williams (CSW Groundworks) as the new Snow Warden.</p> <p>Craig has received Chapter 8 training and is a sub-contractor to DCC. It was resolved to appoint Craig Williams as the new snow warden.</p> <p>b. To consider producing a plan for gritting routes, grit bins.</p> <p>MH and the Clerk will meet with Craig on 17/1/18 to discuss a plan for gritting around West Hill in bad weather.</p> | |
| 18/042 | <p>Councillors' 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> <p>The Clerk suggested training: Preparing for Audit on 8/3/18 from 10am-1pm, £25 per person, covering completing the annual return and audit process. As the booking needed to be made, she asked who would be interested in attending, other than herself. CH said he would go.</p> <p>CH said he was pleased that the Parish Council had made progress reducing the need for two meetings per month. Restricting the 2nd meeting to urgent planning matters was deemed a good idea by all Councillors.</p> <p>JT received a letter from the Neighbourhood Plan Inspector with 8 contentious points/queries and thanked MH for helping pull together the information required to respond. JT said she would also be consulting with EDDC. She informed the meeting that replies were due by the end of January. However, she was hopeful that most points concerning West Hill would be supported.</p> | |
| 18/043 | <p>Date of the next Parish Council meeting</p> <p>It was resolved that the Parish Council will meet on 6th February 2018. There being no further business, the Chairman thanked Councillors and formally closed the meeting at 8.30pm</p> | |

Minutes signed by:

Date: