

**WEST HILL PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD ON
19th SEPTEMBER 2017
AT 7.30 P.M. AT WEST HILL VILLAGE HALL**

Present:

Vice Chairman Parish Councillor Jo Talbot (JT)
Parish Councillor Jill Ingle (JI)
Parish Councillor Kilian Hall (KH)
Parish Councillor Christopher Hall (CH)
Clerk Alison Carr (Clerk)

WELCOME AND CHAIRMAN'S ANNOUNCEMENTS

JT noted that there were no members of the public present and welcomed Councillors and opened the meeting at 7.30pm.

JT reminded everyone that the meeting was being recorded.

Public Question Time (3 minutes):

None, as no members of the public were present.

1. Apologies

- Apologies were received from Chairman Margaret Hall (MH), Parish Councillor Jessica Bailey (JB), District Councillor Matt Coppell (MC), District Councillor Paul Carter (PC), County Councillor Claire Wright (CW).

2. Declarations of Interest

- CH, JI, JT – none to declare.
- KH reported that his cousin was involved in the WHPC logo design. KH said he would not take part in the decision about choosing the logo.

3. Planning

- a. Planning decisions received:

17/1265/RES Land North of Lower Broad Oak Road, southern plot. **Approved.**

Councillors noted this planning decision.

- b. Planning notifications:

17/2106/PRETDD Notification of Tree works considered an exception to TPO 58/0002 4 Ashley Brake, West Hill EX11 1TW

Councillors made no comments on this notification as the works in question are considered an exception from the normal requirement to seek consent under Regulation 14 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012. The regulation provides for works to be carried out on dead and dangerous trees [or parts of trees] in the interests of safety.

- c. Planning applications to be considered:

17/2042/FUL Wood View, West Hill Road, EX11 1TU Mr & Mrs Poole
Remove existing roof structure to allow for new first floor rear extension and extension to form full height first floor storey to front.

After some discussion, Councillors said they would support this application. The main concern was regarding road access, but Councillors said they would defer to DCC Highways on this matter.

Decision: Support

Proposed by: KH

Seconded by: JI

Passed: unanimous

d. Planning Policy:

- 1) To consider making a representation to the Planning Inspector appointed to Examine the East Devon Villages Plan (before 13th October)

Councillors discussed an email sent to them by MH setting out her views as to whether WHPC should make a representation to the Planning Inspector. MH's opinion was that WHPC should not make a further statement to the Inspector, because WHPC agrees with EDDC and is not asking for changes to the Plan, nor should WHPC request to speak at the Hearings. However, MH said that should the programme change and the Built-Up Area Boundaries (BUAB) be discussed in detail, then WHPC ought to be allowed to speak, as WHPC has much greater detailed knowledge of West Hill than the EDDC Councillors.

Councillors present at the meeting agreed with the views contained in MH's email.

JT read out a letter drafted by MH to the Programme Officer, Mr Kemp, indicating WHPC's support for the East Devon Villages Plan and explaining the history of WHPC and the status of earlier representations from Ottery St Mary Town Council, and West Hill Residents' Association.

Councillors agreed with MH's draft letter.

Decision: WHPC should not make further representation to the Planning Inspector, unless the BUAB is discussed in detail, and MH's letter to the Programme Officer can be sent by MH.

Proposed by: CH

Seconded by: JT

Passed: unanimous

- 2) To consider making a representation to DCC on the Mineral Safeguarding SPD (before 16th October)

JT referred Councillors to a document written by MH containing information about making a representation to DCC on the Mineral Safeguarding SPD, as well as a letter submitted to DCC Planning by Ottery St Mary Town Council containing their comments.

WHPC should have been consulted by DCC. Nevertheless, WHPC has the option of commenting to DCC as an interested party as Barrack Road, which is the access route to the site, forms the boundary between WH parish and OSM parish.

Concerns raised by Councillors:

- Danger posed by slow-moving lorries turning into Barrack Road from Birdcage Lane because traffic on Barrack Road is very fast moving
- Cattle displaced from the application site crossing Barrack Road four times per day

- The removal of ancient hedgerows which are important for dormice
- Possibility that drinking water could be affected, due to working with an unsatisfactory buffer above the water table
- Increase in CO2 emissions caused by transporting material to Uffculme
- Increased number of heavy vehicles on Barrack Road

JT informed Councillors that the deadline for submitting comments is 16th October. A brief statement from WHPC was sent to EDDC but Councillors felt that a more robust response was required.

Councillors discussed the option of writing to DCC with comments. On the one hand, this would be just repeating comments made previously to EDDC, and would not differ significantly from comments already made by OSM Town Council in their letter of 21st March 2017. On the other hand, it might be good to reiterate comments made previously about transport and road danger.

CH proposed that comments should be sent to DCC, even if they repeat what has already been sent to EDDC.

CH proposed that the above should be written by MH.

Proposed by: CH Seconded by: JI Passed: unanimous

- 4. Minutes:** To consider the approval of the minutes of the last meeting of the Council (APPENDIX 1).

The minutes of the last meeting (5 September 2017) were approved.

Proposed by: KH Seconded by: JI Passed: unanimous

5. Matters arising and actions from previous meeting

Update on play park

The Clerk reported that before the Locum Clerk left, she sent all of the paperwork available to EDDC. The Locum Clerk rang EDDC to follow up and was told that the EDDC legal person was on holiday so no progress had been made. The new WHPC Clerk emailed EDDC on 18th September to ask if any progress had been made and Sulina Tallack replied that she would follow up with the EDDC legal person during the week (18-22 Sept) and advise on further progress.

JT asked if JB had collected the documents from OSM TC.

Action: Clerk to find out

Update on Parishes Together funding

The Clerk drew Councillors' attention to her written report (Clerk's Report – progress on actions from last meeting), which was emailed to Councillors on Friday 15th September. In summary, WHPC and Aylesbeare PC are looking into a joint project that could be submitted for PT funding, possibly a "social media safety workshop" for children at WH Primary School (Aylesbeare children attend the school as well as West Hill children). The November application deadline is likely to be too soon, so it is likely that a bid, should it go ahead, would be submitted for the February deadline.

Action: Clerk to meet WH Primary School Head Teacher to discuss a possible project and keep Councillors informed of discussions

Update on WHPC logo design

KH reported on progress on the WHPC logo, website and email addresses.

The website is progressing and email addresses should be up and running soon.

Councillors gave their approval of the suggested email format:

firstname.lastname@westhillparishcouncil.gov.uk and the Clerk will be clerk@westhillparishcouncil.gov.uk

KH invited comments on the logo design. Having previously been shown a variety of designs, most Councillors favoured the one referred to as “Logo 8” – featuring the letters WHPC with the words West Hill Parish Council underneath. The Clerk had circulated Councillors with a document featuring Logo 8 in both colour and greyscale in various sizes. Councillors looked at this and said they were happy with the design, although some comments were:

- the “hills” featured within the letters were not very visible in low light, especially in greyscale
- should the words “West Hill Parish Council” under the WHPC letters be retained? (the consensus was that they should be retained)
- Could the white line between the “hills” be made more obvious, to make the “hills” stand out more?

KH offered to go back to the designer and ask for more design ideas but it was agreed that this was not necessary, as the priority is to get the logo up on the website as soon as possible.

Action: KH will send the logo and photos to Cosmic as soon as they are available.

CH proposed that WHPC adopts Logo 8, subject to the above changes to the white line.

Proposed by: CH

Seconded by: JT

Passed: unanimous

- **Councillors’ photographs:** KH asked Councillors to come to his studio to have their photos taken. He said he has availability next week (w/c 25 Sept.)

Action: Councillors to contact KH to make an appointment for photos.

Clerk’s updates on Actions

The Clerk drew Councillors’ attention to her written report, emailed to Councillors on 15th September, which updated them on Actions arising from the last meeting.

Councillors noted progress made on the Actions.

- 6. Councillors’ questions, comments, reports:** 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. *Councillors are respectfully reminded that this is not an opportunity for debate or decision making.*

Jl asked a question about untrimmed verges containing brambles and nettles, and whether if a child hurts itself, WHPC would have any liability. JT said she thought it

would be the land owner's responsibility or DCC highways. CH said he did not think WHPC would be liable.

Jl expressed concern about the number of children she has seen walking to/from school and bus pick-up points not wearing high-visibility gear. She asked whether it would be the responsibility of WHPC to give high-visibility tabards to school children, and if so, how would this be pursued? JT suggested the school might be able to apply for a WHPC grant.

Action: Clerk to put this on the agenda for the meeting on 3rd October.

CH asked the Clerk if she could remind him of the date for the DALC training on setting budgets.

Action: Clerk to check the date and let CH know the arrangements.

JT reported that a resident asked her what the Woodland Trust is doing with the area of forest that runs between Higher Broad Oak Road and Lower Broad Oak Road. CH remarked that it has little amenity value except for walking dogs as it is not managed by anyone. There are a lot of fallen trees and undergrowth. He said that BT have erected a new telephone line on the land and the wire is threaded through the trees. But as the land does not belong to WHPC, there is a limit to what the Parish Council can do. He did not know whether the Woodland Trust was aware of the telephone line running through the trees.

Jl said householders bordering the land sometimes use the land to tip their garden waste.

JT said historically WH residents were asked by the Woodland Trust to help with the land but no one ever did. It would be good if residents would volunteer to help.

Councillors agreed that it would be worth following up with the Woodland Trust to see if the land can be tidied up, as it could be a very good amenity for the village. CH offered to contact the Woodland Trust to see if they know about these issues and what, if anything, they can do to help.

Action: CH to write to the Woodland Trust to ask for information about management of the forest land.

JT reported on the building site at land between "The Star" and "Shenne" on West Hill Road, which has planning permission to build 3 dwellings. There had been controversy over trees and a temporary TPO was put on the site. JB has written to the Tree Officer at EDDC to check the status of the TPO before construction work begins.

JT reported that next to The Star and Shenne there is a drainage issue at Needlewood Close and WHPC has advised the house owner to contact Councillor Claire Wright to take forward with DCC on his behalf. (The owner had asked DCC to install a drain to prevent water ingress to his garage from West Hill Road but DCC declined).

KH mentioned a large pothole on Higher Broad Oak Road near Warren Close.

Action: Clerk to report the pothole to DCC Highways.

7. Finance:

- To consider and approve invoices for payment as listed on the invoice tracker

CH asked if it would be possible for invoices to be presented to Councillors at the end of the month, rather than at every meeting.

JT pointed out that it is good to see a running total so Councillors can see what is being spent every month.

The Clerk asked if it is necessary for small invoices to be presented to Councillors e.g. Village Hall payments. The process could be streamlined if the Clerk was allowed to pass these. CH said the system could be reviewed when the new budget is prepared, to see if anything can be delegated and what needs to be approved at WHPC meetings.

CH said the clerk should be reimbursed as soon as possible, and the other invoices be looked at on 3rd October.

Proposed by: CH Seconded by: JI Passed: Unanimous

8. Correspondence for Information: None received

9. Urgent matters:

Banking – the Clerk reported progress has been made with Unity Trust regarding the change of signatory form. The bank has acknowledged receipt of the form and is posting the appropriate log-in information to enable the Clerk to start using internet banking, it is hoped by the end of the week.

CH asked whether the new agenda format could be amended so that Councillors' questions and comments could be put at the end, as that makes more sense.

Proposed by: CH Seconded by: JI Passed: unanimous

10. Date of next meeting: To confirm the date of the next meeting which is scheduled for 3rd October 2017.

Councillors confirmed the next meeting is on 3rd October 2017.

JT thanked Councillors and formally closed the meeting at 8.20pm

Signed: _____ Chairman