

WEST HILL PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD ON 1st AUGUST 2017
AT 19:30 AT WEST HILL VILLAGE HALL

Present:

Chairman Cllr Margaret Hall,
Vice Chairman Cllr Jo Talbot,

Parish Councillor Alan Cook
Parish Councillor Jill Ingle
Parish Councillor Christopher Hall
Parish Councillor Jessica Bailey

Apologies:

County Councillor Claire Wright (Devon County Council)
PCSO Maria Clapp

1. WELCOME AND CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed councillors and public and opening the meeting at 7.30 p.m.

2. Public questions, comments or representations

No members of the public present

3. TO RECEIVE EDDC & DCC COUNCILLORS REPORTS

See report circulated from Councillor Claire Wright (Devon CC)

4. TO RECEIVE POLICE REPORT

No Police report

5. APOLOGIES FOR ABSENCE

Apologies were received from Claire Wright, Devon County Councillor and
PCSO Maria Clapp who has retired, a card was signed.

6. TO CONSIDER ADOPTION OF A REVISED CODE OF CONDUCT, WITH DCLG GUIDANCE APPENDIX
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West Hill's proposed Code of Conduct is based on the DALC template and is adequate but could be improved by including guidance found in the Department for Communities and Local Government's (DCLG) publication Openness and Transparency on Personal Interests.

JB wished to include guidance on close friendships/relations.

ACTION: Chairman MH and JB to work on a revised Code of Conduct to bring to the next meeting (15.08.2017).

7. TO IDENTIFY MATTERS OF URGENCY

NONE

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

JB declared a general personal interest in item 14 on the agenda and stated that she would leave the room while the matter was being discussed.

9. TO CONSIDER CONFIDENTIAL ITEMS

Discussion of confidential matters regarding recruitment of a permanent clerk was deferred the end of the meeting.

10. MINUTES OF THE LAST MEETING

Minutes of the meeting held on 18th July 2017, copies of which had been previously circulated to Councillors, were confirmed as a true record and signed by the Chairman.

Proposed	Seconded	Passed
AC	JT	Unanimous

11. MATTERS ARISING AND ACTIONS FROM PREVIOUS MEETING:

i) To note report on meeting with McColl's and agree actions

Notes on meeting with Debbie Berry, McColl's Area Manager 19/7/2017 attended by MH, JT, JB

- McColl's are committed to a refurbishment of the store, and a revision of what items are stocked.
- The café is going ahead – it will be a sub-let of McColl's. McColl's will need to do a lot of work to strip out all the old fittings (e.g. PO counter, fridge units) and then the café will need to be fitted out, including toilets.
- McColl's will undertake a tidy-up / gardening of their bit of the car park area (see below) and remove the St Austell brewery banners. Not keen to be involved with the grass areas in front of the store.
- McColl's are happy for us to renew the noticeboards (the old OSMTC one and WHRA). They do not know the arrangements for the other noticeboards, in particular the one that has old adverts in, which we assumed they had control of.
- The freeholder, West Hill Property Holdings Limited, (registered in Guernsey) are re-negotiating McColl's lease. This is being dealt with by McColl's Estates Manager Adrian Read. It is believed that the freeholder intends to take back into their control all the car park at the back – approximately a line running from the middle of the access to the old cowshed, also the cowshed and some of the outbuildings.
- The two flats on the first floor will be finished and let.
- At present the only toilets for use by McColl's or Hall & Scott are located upstairs, so additional facilities will have to be provided downstairs.

ACTION:

- JB will contact the McColl's Estates Manager to:
 - i) obtain contact details for the freeholder
 - ii) clarify what parking is to be left for public use
- MH to ask Chris Rose about the planning implications of the proposed changes. Can the parking be reduced without any implications for the café planning permission, or for the store itself?
- MH to clarify with Chris Rose whether registration of a site as an Asset of Community Value is a material planning consideration?

ii) To note reply from LED Leisure regarding WHPC representation & agree action (attached to agenda)

ACTION: Clerk to contact Andrew Dare to let him know that AC will attend the forum in September 2017.

ACTION: Clerk to contact Chris Lane re WHPC representation on the Exeter Airport Committee.

iii) To discuss and agree wording for a planning condition for submission to EDDC regarding roadside railings, bollards, fences, etc.

Concern was expressed about the proliferation of verge clutter. Generally verges are part of the highway, and therefore cannot be covered by a planning condition. Further discussions with DCC Highways are needed.

Maintenance of hedges which front onto the highway of Public Rights of Way is a householder responsibility. This needs to be publicised. WHPC can send notification letters to householders.

The Village Design Statement states that Devon banks and hedge banks should be preserved, and planting should be native species only and new boundaries should be hedges or Devon banks rather than fences or walls. This is also incorporated into the Neighbourhood Plan.

ACTION: 1) JB to contact Cllr Claire Wright and request a plan that shows location and extent highways in the parish.

2) WHPC to discuss with Cllr Claire Wright / DCC Highways about possible actions on verge clutter

3) WHPC to publicise householder responsibilities for hedges.

4) WHPC to discuss with Chris Rose (EDDC Planning) about possible condition about boundary hedges

Discussed incentives and ways to look after hedges and ditches including East Devon Parishes Together as a possible source of funding: <http://eastdevon.gov.uk/grants-and-funding/parishes-together-fund/>

Discussed brambles and Himalayan Balsam growing in hedges adjacent public highways.

Encouraging a volunteer task force to keep clear overgrown verges and trees would be a good start. The approach should not be prescriptive, this is something that could pull the community together by, for instance, holding a working party followed by sausage sizzle. To be included in the strategy for West Hill, and needs to be discussed with Devon CC Highways.

iv) To confirm details of site meeting requested with David Lomas at Badgers' Bend re application 17/1265/RES

ACTION: Clerk to agree details of site meeting with councillors and David Lomas.

ACTION: Clerk to contact David Lomas requesting that WHPC is notified of TPOs.

Other updates:

WHPC website:

ACTION: Clerk to give feedback to Vision ICT re provision of website

ACTION: Clerk to book meeting with Cosmic – 9th or 10th Aug, Wed/Thurs – KH, MH and JT to attend.

Play Park:

JB reported that the order for new play equipment will be placed with Wicksteeds.

Noticeboards:

MH reported being in contact with Mike Hemming re noticeboards. The cost of replacement noticeboards starts at £120 for the simplest design, rising to £270 for a more sophisticated board.

Three new boards are needed, one at the Village Hall, a second to replace the old Residents Association board, and the third to replace the town council board at McColl's.

ACTION: MH, AC and CH to meet and discuss further.

14. TO CONSIDER A REQUEST FROM CHAIRMAN WEST HILL WASPS FOR GRANT FOR GOALS FOR U13 TEAM

JB left the meeting before discussion commenced.

Doug Ferguson, Chairman of the West Hill Wasps junior football team, addressed the Parish Council and answered questions before his request was discussed.

Points raised included:

- The team used to have a village base but this was lost when the land was sold for housing.
- Initially West Hill juniors collapsed but later reformed as a nomadic team playing at Kings Field, West Hill Field and Tipton.
- There are three teams from under 7's to under 14's but not enough space for all.
- The teams have no base, no clubhouse and no toilets.
- The ultimate aim is to have their own field again in the village.
- The Wasps are entirely self-funded (through subscriptions). The juniors are under 13 but have only full size, adult goals which are too big for them to defend. It was decided that for the best interests of the children, and so as not to demoralise them, that the club would buy age-appropriate goals for next season.
- Goals cost approximately £1500. Kings School was asked to contribute but they have no spare funds. DF ask if the parish would be able to pay half i.e. £750.
- The club has some funds to match contributions.

Parish Councillors discussed this request, points raised include:

WHPC needs to decide the following before making awards:

- A policy for awarding grants to outside organisations
- To decide what the percentage of its funds (precept) to allocate for grants – 5% up to 10%?
- To devise criteria for awarding grants
- To agree the grant cycle i.e. a rolling programme/annual award/other – annual with applications to be received in October?
- Percentage to be offered i.e. up to 50% or put a ceiling on grant awards?

ACTION DF to apply to WHPC for funding using application form modified from Cranbrook Town Council's one.

At this point agenda item 15 was brought forward for discussion because of its relevance to the preceding item.

15. TO CONSIDER COMMENCING WORK ON NEW WHPC POLICIES:

Grants Policy & Grant Application Form

ACTION CH to draft a grants policy for WHPC based on Cranbrook's adding timescales and a six-month report back. Forward to MH when complete.

Transparency Code & Data Protection Policy.

Agreed to defer action on these until permanent clerk is appointed.

12. PLANNING

Planning decisions received were duly noted.

Planning applications were considered, see response below:

17/1413/FUL Construction of a single detached dwelling**Applicant: Mr & Mrs Gardner, West Hayes West Hill Road West Hill Ottery St Mary EX11 1UZ**

- The application is outside both the old Built Up Area Boundary (BUAB) and the proposed new BUAB in the Villages Plan. EDDC have resolved to use the proposed new BUAB as the primary policy for development management purposes. The Villages Plan has now been submitted for Examination, and there are no outstanding objections to the exclusion of this site (WH17a) from the BUAB, therefore it should be accorded some weight. The development does not meet the criteria for an exception to Local Plan policy therefore West Hill Parish Council cannot support this application.
- The application claims that the development will not impose a burden on local services or amenities. This claim is baseless because a family home for grandparents, parents and children will inevitably have an impact on local services and amenities.
- The material for the drive is proposed to be tarmac whereas in this location permeable materials are appropriate (West Hill Village Design Statement Design Principle E2).

Ref	Applicant	Address	Details of application	West Hill Parish Council response to consultation	Reasons
17/132 1/VAR	Mrs K Pyne	Site Of Little Field (plot 2) Toadpit Lane West Hill Ottery St Mary EX11 1TR	Variation of condition 2 of planning permission 15/0251/FUL to reduce the size of the proposed dwelling and adjust its position on the site	West Hill Parish Council supports this application.	Comment: Request a condition in line with West Hill's Village Design Statement regarding new development (Design Principles D3 & D4), which should be designed to ensure that existing hedges and banks are retained, and boundaries demarcated with trees, shrubs, Devon banks, and hedges rather than walls or fences. New planting should be with native species.
17/141 3/FUL	Mr & Mrs Gardner	West Hayes West Hill Road West Hill Ottery St Mary EX11 1UZ	Construction of a single detached dwelling	West Hill Parish Council does not support this application	See below

- Trees on the site are very close to the proposed development, increasing the likelihood that in the near future there will be a request to cut them down.
- There is no arboriculture report, and a tree survey has not been carried out.

13. TO CONSIDER MAPPING REQUIREMENT FOR PARISH USE FOR RECORDING TPOS ETC.

Proposal – WHPC signs up for the free version of the Ordnance Survey's Public Sector Mapping Agreement (PSMA) mapping application to record the location, size and condition of trees in the parish.

<https://www.ordnancesurvey.co.uk/business-and-government/public-sector/town-parish-community-councils.html>

Proposed Seconded Passed

MH JB Unanimous

ACTION AC to complete sign up

At this point, the parish council returned to discussion of item 15 on the agenda re Transparency code. Councillors all agreed that this is not urgent and should be deferred until a permanent clerk is in post.

Note: Data Protection Act registration was more complex than first thought and will now be completed once the revised Code of Conduct is in place. An email was therefore circulated to remind councillors to destroy all personal information relating to recruitment of the clerk, including electronic and paper files and documents plus any notes or scoring made during the interview, at the earliest opportunity.

ACTION CW to circulate DPA draft policy framework to be worked up with permanent clerk, timescale to be determined

16. FINANCE – REVIEW & APPROVE ITEMS OF EXPENDITURE

All agreed that the updated invoice tracker was an accurate report of WHPC's finances. .

17. CORRESPONDENCE

- 1) Email from Linda Parker Aylesbeare Parish Clerk re the Parishes Together Fund, see link -

<http://eastdevon.gov.uk/grants-and-funding/parishes-together-fund/>

Query whether West Hill has plans for Parishes-Together funding. Aylesbeare Village Hall needs a new front door, does West Hill Village Hall need any work? Share halls to benefit both parishes? Other ideas?

PTG funds could be used for ditches or other projects, jointly with Aylesbeare, alone or with other PC(s).

ACTION CW to discuss with Aylesbeare

- 2) Notification of South West Tree Wardens Regional Forum 2017, taking place at Dartington Hall, Tones on 28th October

Item 9 was deferred until the end of the meeting when the remainder of the meeting was in confidential session.

**END OF MINUTES
DO NOT PRINT OR CIRCULATE PAST THIS POINT**