

West Hill Parish Council

Clerk to the Council: Anne Oliver
 Tel: 01404 232 100 / 07413 932406
 Email: clerk@westhillparishcouncil.gov.uk

To Members of West Hill Parish Council

1st July 2020

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 7th July 2020.

- Due to the Covid-19 situation the meeting cannot be held in the Village Hall as per standard practice. Recent legislation changes enable Councils to hold virtual meetings. West Hill Parish Council will meet by video conferencing. The meeting is open to the public.
- Members of the public wishing to attend the meeting via video conferencing should contact the Parish Clerk (see contact details above).
- Alternatively, members of the public are invited to submit issues or concerns to the Clerk who will raise the matter at the meeting on their behalf.

Anne Oliver, Clerk to the Council

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
20/187	Welcome and Chairman's announcements
20/188	Apologies. To receive apologies and approve reasons for absence.
20/189	<p>Public question time (3 minutes) From 7.30pm residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself. This item included issues submitted to the Clerk prior to the meeting.</p>
20/190	<p>To consider the co-option of a councillor to fill the casual vacancy</p> <p>The Notice of co-option was posted on 30th June. The Council will receive and consider applications for the role of co-opted councillor.</p> <p>The co-opted Councillor will sign</p> <ul style="list-style-type: none"> • Declaration of Acceptance • Consent to Electronic Service of Summons <p>To consider adding the co-opted Councillor to the Council's banking mandates (both) To consider purchasing a name badge for the co-opted Councillor.</p> <p>Note: Membership of the Council's Open Spaces Committee, Working Groups and external agencies will be considered at the August meeting. (this will include the Police and Crime Commissioner initiative - Councillor Advocate Scheme).</p>
20/191	District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting)

20/192	Declarations of Interest 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. 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).
20/193	Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded.
20/194	To receive the monthly crime stats for information
20/195	Minutes 1. To approve the minutes of the Parish Council meeting on 2 nd June 2020, previously circulated. 2. To approve the minutes of the Parish Council meeting on 16 th June 2020, previously circulated.
20/196	Planning applications received - n/a
20/197	Planning decisions received for information (*denotes WHPC differed) - n/a
20/198	TPO notifications – for information – n/a
20/198	To consider how the Council will organise a response to the Consultation on the Greater Exeter Strategic Plan Draft Policies and Site Options, which is due to begin in September 2020
20/199	Consider the impact of recent Government Covid-19 announcements including a. When to resume meetings at the Village Hall b. When to restart WHPC projects c. Playpark re-opening see item 20/210 below
20/200	Receive a report from the WHPC Help Scheme and consider further actions required a. Help Scheme update (June) b. To consider recent Government announcements and implications for the WHPC Help Scheme : services offered, volunteers, volunteer mailing list c. Resident's thankyou letter d. July Newsletter (previous edition 5 th June) incl options for printing.

Committee & Working Groups

Finance Working Group

20/201	To receive an update on the new Yorkshire Bank account.
20/202	To review and adopt (if appropriate) the Parish Council Financial Controls.
20/203	Annual Governance Statement 2019-2020 (AGAR Part3) 1. To consider the findings of the review of the effectiveness of the system of internal control 2. To approve the Annual Governance Statement by resolution
20/204	Annual Accounting Statement 2019-2020 1. To consider the Accounting Statements 2. To approve the Annual Accounting Statements by resolution
20/205	To approve the bank reconciliation for the year to 31st March 2020
20/206	To receive the explanation of the year-on-year variances For information, letter to external auditor.
20/207	To approve the period for the Exercise of Public Rights 2019-2020

	To approve the dates for the Exercise of Public Rights – proposed dates 3 rd August – 14 th September.
20/208	To approve the 2019-20 Reserves Policy.
20/209	To approve the statements for the year ending 31st March 2020. a. Finance Statement b. CIL Statement

Open Spaces Committee

20/210	To note and confirm the minutes of the meeting of 30th June 2020, to answer questions arising and present recommendations. For information <ul style="list-style-type: none"> • Re-opening of the Playpark • Open Spaces including correspondence
---------------	--

People & Policy Working Group

20/211	To receive an update on the website a. Website Accessibility b. Domain Management c. Clerk – Additional hours worked (SAR)., planned holidays.
---------------	--

Other Matters

20/212	To receive an update on Asset of Community Value. a. Broadoak Plantation
20/213	To receive an update on the West Hill Scarecrow Festival 27th June – 5th July 2020
20/214	Clerks Report: Actions and matters arising from the last meeting 1. Actions, incl <ul style="list-style-type: none"> • Clerk's laptop • Village Electric Supply • Broadband • Clerk's mobile phone 2. Matters arising <ol style="list-style-type: none"> a. Resident communication b. Any urgent matters arising.
20/215	Finance and Invoices Tracker Invoices received for approval: <ol style="list-style-type: none"> 1. Clerk - claim for expenses (Microsoft) 2. Clerk - claim for Zoom annual subscription, £100.72 3. Quentin Tailford – printing Help Scheme newsletter (June) To receive the bank reconciliation, 1Q2020 Finance Tracker (YTD v Budget)
20/216	Councillors questions, reports and items for future agenda 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>
20/217	Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 4 th August or 21 st July if required to meet planning deadlines

Signed: *Anne Oliver*, Clerk to the Council, 1st July 2020