DITTISHAM PARISH COUNCIL

Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe

Draft Minutes of the Annual Meeting of Dittisham Parish Council held in Dittisham Village Hall, on Wednesday 1 May 2013 at 7.00p.m.

Present: Cllr S Stothart, Cllr M Faulkner Cllr J Tucker, Cllr D Harris-Evans, Cllr A Stevens, Cllr P Unitt, Cllr C Fraenkel

AMPC/13.1 Election of Chair

The meeting was advised that Cllr Walker has resigned from the Committee. The Clerk read his letter of resignation.
Cllr Faulkner was elected to be the Council's Chairman by unanimous **resolution**.

AMPC/13.2 Election of Deputy Chair

Cllr Stothart was elected to continue as the Council's Deputy Chairman by unanimous **resolution**.

Cllr Faulkner spoke to express sincere thanks to Dr Walker for his many years of exemplary service to the Parish Council and requested that a letter be sent restating the same.
Action Item – Clerk to write to Dr Walker.

AMPC/13.3 Apologies for absence.

Apologies were received from Cllr K Wotton and County Cllr Hawkins.

AMPC/13.4 Signature of Declaration of Acceptance of Office

Cllrs Faulkner and Stothart signed Declarations of Acceptance of Office in the presence of the Proper Officer (Clerk) and the Council.

AMPC/13.5 Approval of Minutes of the Annual Parish Council Meeting held on 2 May 2012

It was **resolved** that the minutes of the previous Annual Meeting of the Parish Council be approved.

AMPC/13.6 Appointments to Council's Working Parties / positions of responsibility 2013/14

It was **resolved** to approve the arrangement in the table below:

Working Party / Responsibility	Councillors
DHNA Non-Beneficiary Stakeholders' Group	Cllr Harris-Evans
Dog Warden	Cllr Stevens
Emergency Committee	Cllr Stothart, Cllr Faulkner, Cllr Unitt and Cllr Stevens
Footpaths Officer	Cllr Unitt & Cllr Fraenkel (shared by area)
Planning	Cllr Unitt & Cllr Fraenkel (Deputy)
South Hams Community & Voluntary Services	Cllr Tucker
Totnes and Dartmouth Ring and Ride	Cllr Stothart
The Ham Car Park / Level Car Park	Cllr Stothart (Chair), Cllr Faulkner & Cllr Stevens
The Ham Events	Cllr Harris-Evans (Chair) & Cllr Faulkner
The Ham Maintenance	Cllr Wotton, Cllr Stevens & Cllr Fraenkel
Tree Officers	Cllr Faulkner & Cllr Wotton
Village Guides/Publications	Cllr Stothart
Village Hall	Cllr Faulkner
West Dart Bus	Cllr Stothart

AMPC/13.7 Consideration of 2013/14 insurance cover

It was **resolved** that the insurance cover would be renewed as quoted for a period of one year.

AMPC/13.8 Consideration of 2013/14 contracts

It was **resolved** that the SHDC Playground Inspection Insurance and Maintenance Program Agreement and the SHDC Payroll service be renewed in 2013/14 year.

The maintenance contract ends 14 July 2013. It is being put out to tender with a contract period of three years with an option to extend for a further two years.

The Clerk's performance is appraised each year in January and this process has been conducted in 2013.

It was noted that the Car Park Supervision arrangement and the Cale Briparc contract (expires 30 November) would be reviewed during the year as they will be influenced by the outcome of negotiations with SHDC regarding management of the Level Cark.

AMPC/12.9 Consideration of 2013/14 subscriptions

It was **resolved** that subscriptions with Society of Local Council Clerks, Devon Association of Local Councils and LCR (National Association of Local Councils' magazine) would be renewed in 2013/14 year and that the subscription with Devon Playing Fields Association would not be renewed.

The Annual Meeting of the Parish Council closed at 7:25.