DITTISHAM PARISH COUNCIL

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

Draft Minutes of the meeting of Dittisham Parish Council held in Dittisham Village Hall, on Wednesday 11 January 2012 at 7.30 p.m.

Present: Cllrs J Walker (Chair), Cllr M Faulkner, Cllr D Harris-Evans, Cllr A Stevens, Cllr P Unitt, Cllr K Wotton.

No members of the public were present.

4/12 Apologies

Apologies were received from Cllr S Stothart and Cllr J Tucker.

5/12 The appointment of Mrs Annette Thom as Parish Clerk.

The new Parish Clerk was welcomed. It was noted that a contract was in the process of being reviewed with finalisation of the process expected before the next meeting.

6/12 The resignation of Mrs Helen Watson as Councillor.
The procedures for long-term replacement and interim cover.

The statutory process for filling a vacancy for a Councillor requires announcement of the vacancy and informing the Parish that it can be filled through holding a formal bye-election in the event of 10 electors giving the Parish Clerk notice in writing that they wish to claim a bye-election. If these requests are not received the vacancy may be filled on a co-option basis with the new Councillor selected by the current Parish Council. It was **approved** that this process will be followed (proposed Cllr Walker, seconded Cllr Harris-Evans).

Action: Clerk to post the requisite notices.

It was agreed that Cllr Watson's responsibilities on the Ham Events Working Party and as Chair of the Ham Maintenance Working Party would be filled by the other members until a replacement Cllr is appointed.

7/12 Declarations of interest in items on the agenda

No declarations of interest.

8/12 Minutes of the meeting of the Parish Council held on 7 December 2011 and the Extraordinary meeting of the Parish Council held on 4 January 2012.

The Minutes were **approved** (regular meeting: proposed Cllr Faulkner, seconded Cllr Harris-Evans, and Extraordinary meeting proposed Cllr Stevens, seconded Cllr Unitt).

9/12 Public issues

9/12.1 Report from Police Community Support Officer

PCSO Broad and PC Hill were unable to attend in person and this item was therefore deferred in their absence.

9/12.2 X81 Bus Service

Correspondence has been received from a member of the public raising concerns that there has been an increase of over 10% in the charge for this service and the service has been reduced with cessation of all Sunday services. It was noted by a Cllr that there may also be an issue with the service arriving to KEVICC's late.

Action: Clerk to write to County Cllr Hawkins and provide a copy of correspondence to Cllr Tucker as the Parish Council's transport contact.

9/12.3 Parish e-mail Group

The possibility of the Parish Council holding a list of e-mail contacts for interested Parish residents for the purpose of dissemination of key information was discussed. It was agreed that this option be offered to residents, but that it must be used judiciously. Residents are welcome to provide their e-mail addresses to the Parish Clerk at dittishamparishclerk@gmail.com. Removal of an address will be achieved by e-mailing the same address.

10/12 Matters not on the agenda but arising from the minutes

10/12.1 Proposed changes to Primary Highway Salting Network

It was established that two of the three additional grit bins which have been sited have now been installed. The Clerk will arrange for the placement of the last planned additional bin at the entrance to The Level Carpark.
It was agreed that the Council will not participate in the Devon County Council Snow Warden scheme at this time due to the absence of a Council volunteer (preferred by the scheme), time commitment involved to be effective in the role, and concerns about cost if a member of the public were paid for this role. This decision will be reviewed in April 2012.

Action: Clerk to arrange for placement of a grit bin outside The Level Car Park.

10/12.2 Fencing by Footpath Number 1

Cllr Tucker has reported in correspondence that this work is complete. Cllr Unitt commented that he had noticed the work is complete.

10/12.3 Children's Christmas Party

Cllr Stevens reported that a well attended and successful event was held. Cllr Walker officially thanked Helen Watson on behalf of the Parish Council for organising the event. Cllr Stevens will liaise with former Cllr Watson and the Clerk to finalise financial arrangements.

Action: Cllr Stevens and Clerk to finalise Children's Christmas Party financial arrangements.

10/12.4 Sailing Club Parking Concession

The Parish Council has received correspondence from Dittisham Sailing Club (DSC) communicating the concerns of some Club members in regard to parking regulations. Key concerns stated were the impact of the ban on overnight parking on Cruising members of the Club and the requirement that permits be permanently fixed as some families have multiple cars. The perception that the rules have been changed

subsequent to finalisation of an agreement between the Parish Council and DSC was also an important concern.
This issue was discussed at some length with discussion incorporating e-mail responses from Cllr Tucker and Cllr Stothart. A Cllr noted that the recently published parking regulations amount to a clarification of existing regulations, with the addition new weekly passes and different stickers. It was noted that overnight parking has never been approved. However it was considered that the rules have not been well enforced and new signage has been required for clarification. Residents are not permitted to park overnight with the exception of particular parishioners in specific circumstances. It was considered that fixing permits to windscreens ensured use only by those eligible and was required. The possibility of a pass purchased in advance and charged at a pro-rata rate of the weekly pass was discussed.
It was **approved** that the Parish Council's existing decision stand, to be re-examined in September 2012 in the context of the review of the Parking Agreement between DSC and the Parish Council (proposed Cllr Harris-Evans, seconded Cllr Stevens, five in favour, one abstention).

Action: Clerk to correspond with Dittisham Sailing Club.

11/12 Communications from South Hams District Council (SHDC) / Devon County Council in relation to Planning / Tree Applications

The following communications were noted:

- 11/12.1 18/2763/11/F Householder application for construction of single storey timber framed garden outbuilding. Dunedin House, The Quay, Dittisham TQ6 0EZ Conditional approval granted
- 11/12.2 18/2825/11/F Resubmission of householder planning ref 18/1816/11/F to remove existing extension and replace with new. General alterations to dwellings and grounds. Barton Cottage, The Lane, Dittisham, TQ6 0HB. Conditional approval granted
- 11/12.3 18/2500/11/F Householder application for reconstruction of existing garage, new store/workshop and conservatory. Homelands, Manor Street, Dittisham TQ6 0JB Conditional approval granted

12/12 Reports from Working Parties

12/12.1 Report from Footpaths Officer

The annual survey has been completed. The paths are in good condition overall. The new gates are in good condition. There remains one minor point to be followed up by the Footpaths Officer. Unmetalled roads and paths walked are also in good condition. The P3 form to request Devon County Council paths maintenance funding for the next financial year was submitted by the previous Parish Clerk.

12/12.2 Report from Trees Officers

It was proposed that refurbishment of the triangle on Ham Lane be dedicated to the Diamond Jubilee. Maximum input from parishioners is hoped for and would be very welcome.
Cllrs discussed the possibility of a mixture of trees (smaller than in the past) and shrubs. The cost was estimated to be about £800 and a grant application was being worked on. Minimal maintenance plants such as holly were also suggested. It was

noted that any grant will be conditional on the planting of trees. It was noted approximately one month is available for initial consultation as there is a need to commence planting before the growing season.

The last Ham trees condition report was obtained about 10 years ago. The possibility of obtaining a current report was discussed. This was **approved** (proposed Cllr Faulkner, seconded Cllr Harris-Evans).

It was noted that work can not generally be done on trees from 1 April to 1 July because wildlife is nesting and we are liable unless the work is essential for Health and Safety reasons.

It was noted that parishioners are encouraged to contact the Parish Council directly if they have concerns about tree and hedge maintenance and the Council is very happy to address issues promptly.

It was also noted that in general people are being sensible and complying with the 'Dead, Dying or Dangerous' rule of thumb in managing trees and consulting Council as is required before removing trees.

The damaged oak tree branch in The Level Car Park needs to be addressed by SHDC who own the car park.

Action: Cllr Faulkner to arrange with SHDC or their agent the removal of the damaged oak tree branch in The Level Car Park.

12/12.3 Report from Ham Events Management Working Party

The Ham Events Management Working Party was complimented on the five comprehensive and detailed Ham Hire documents which had been circulated beforehand. One document (Application form) is pending. Revisions discussed were essentially minor and of an editorial nature. It was agreed the requirement for traffic management (December Minutes 14.1/11.4 refer) would be included in special conditions by individual negotiation. The documents were **approved** (proposed Cllr Stevens, seconded Cllr Faulkner).

Action: Clerk to finalise the formatting of the Ham Events documents, Ham Events Management Working Party to write an Application Form.

The Outdoor Swimming Society has approached the Council to request a booking. The proposed date of Saturday 22 September 2012 does not conflict with Dittisham Sailing Club events and fees proposed are consistent with documentation. Accepting the OSS booking in principle was agreed.

Action: Clerk to contact OSS to accept booking and to send final version of documentation.

13/12 Strategic Planning Matters

13/12.1 Progress regarding transfer of assets (the Level Car Park) from South Hams District Council and South Hams District Council's future plans for the toilets on The Ham.

Cllr Tucker has reported in correspondence that SHDC are working on system for transfer of the ownership of the toilets on The Ham to Dittisham Parish Council that will be fair to both Dittisham Parish Council and SHDC. The transfer of ownership of The Level Car Park to Dittisham Parish Council does not present a problem.

14/12 Financial Matters

14/12.1 Income and Expenditure 2011-12

The Clerk tabled an updated statement showing a balance of £19,957.22. The statement was **approved** (proposed Cllr Walker, seconded Cllr Harris-Evans).

14/12.2 Preparations for Audit

It was agreed Cllrs Walker and Harris-Evans would review the system of Internal Audit and the Dittisham Parish Council Risk Register.

Action: Cllrs Walker and Harris-Evans to table their review of the system of Internal Audit and the Dittisham Parish Council Risk Register at the February Parish Council meeting

14/12.3 Parish Council grant towards 2012 Diamond Jubilee celebrations

Diamond Jubilee celebration events are being organised by parishioners and will take place 2 and 3 June 2012. A marquee has been hired and other essential bookings made. Some entertainment has been booked and input is being sought from all parishioners. Village societies and individuals have made financial contributions and a Heritage Fund grant application is being made to assist with the goal of making the event effectively free of charge for parishioners to attend. An official charity titled 'Dittisham Jubilee Fund' has been established for the event. It was agreed the Parish Council would donate £1,000 toward costs of Parish Diamond Jubilee Celebrations.

Action: Clerk to provide the Dittisham Jubilee Fund with a Parish Council cheque for £1,000.

14/12.4 Financial Regulations Document

It was noted by the outgoing Clerk that clarification of financial practices in a financial regulations document would be advisable. It was agreed by the meeting that the Clerk would write a financial regulations document.

Action: *Clerk to present draft financial regulations at March Parish Council meeting*

14/12.5 Parish Clerk training and facilities

It was agreed that the clerk would undertake the Society of Local Council Clerks (SLCC) 'Working With Your Council' home-based equivalent of the SLCC two day classroom course at a cost £75 plus VAT.
Details of the cost of the Parish Clerk phone line were circulated prior meeting for information of Councillors.

15/12 Correspondence received since the previous meeting

15/12.1 South Hams District Council Six Monthly Inspection Report of the Play Area on The Ham.

No items were noted which require immediate attention. Some items noted require review and action as the Parish Council considers fit. It was agreed these would be assessed by the Ham Maintenance Working Party.

Action: Ham Maintenance Working Party to review the report and recommend further action, if any, at the February Parish Council meeting.

15/12.2 Devon County Council Policy

Devon County Council is welcoming community comments until 1 March 2012 on its Admission Arrangements for Devon Schools for 2013/14 and
Education Transport Policy 2012-13 at www.devon.gov.uk/admissionarrangements

Action: Clerk to circulate Devon County Council's consultation e-mail to parents of school age children.

15/12.3 South Hams District Council Budget Survey

An e-mail from SHDC dated 9 January 2012 announces a community survey on its budget for the next financial year. Comments close January 13 2012.

15/12.5 Best Kept Village and Pam Parker Village Map Awards.

The Campaign to Protect Rural England is launching its Best Kept Village and Pam Parker Village Map Awards. It was agreed that the Council does not currently have sufficient resources to prioritise taking part in the Best Kept Village competition. The Map Award aims to introduce primary school age children to a greater understanding of where they live and how maps work.

Action: Clerk to forward the e-mail notification of the Pam Parker Village Map Awards to Blackawton Primary School

15/12.6 Devon County Council Winter Gritting Policy

Correspondence has been received from an individual concerned about the impact of the Devon County Council's new winter gritting policy on their isolated village requesting assistance in lobbying Devon County Council. It was noted that it has been the practice of the Parish Council not to respond to appeals of support from individuals.

Action: Clerk to reply to the individual.

16/12 Report from Devon County Council / South Hams District Council

In the absence of County Cllr Hawkins the report from Devon County Council was deferred.

17/12 Date of the next meeting of Dittisham Parish Council

The next full meeting of the Parish Council will take place on **Wednesday 1 February 2012 at 7.30 p.m** in the Village Hall.