

DITTISHAM PARISH COUNCIL
Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe

**DRAFT Minutes of the meetings of Dittisham Parish Council held in Dittisham Village Hall on
 Wednesday 8 May 2019 at 6:30 p.m.
 Annual Meeting of the Parish Council**

Present: Cllrs Tucker (Chairman), Anderson (Vice—Chairman), Bond, Faulkner, Munro, Nightingale, Quinn were present, as was South Hams District Councillor McKay and two members of the public.

64/19 Receipt of all Councillors' signed Declarations of Acceptance of Office

Signed declarations were received from all Cllrs present.

65/19 Election of Chairman

It was unanimously resolved to elect Cllr Tucker to the Office of Chairman.

66/19 Chairman's Signature of Declaration of Acceptance of Office

Cllr Tucker's signed Declaration of Acceptance of Office was received.

67/19 Apologies

Apologies received from Cllrs Westcott and Green were noted.

68/19 Declaration of Interests

None declared.

69/19 Election of Vice-Chairman

It was unanimously resolved to elect Cllr Anderson to the Office of Vice-Chairman.

70/19 Appointments to Working Parties/ positions of responsibility

The Working Groups below were confirmed by resolution.

Working Group / Responsibility	Councillor(s)
Dart Harbour Navigation Authority Non-Beneficiary Stakeholders' Group	Cllr Anderson, back-up Cllr Green
Emergency Committee	All Cllrs
Footpaths Officer	Cllrs Bond & Munro
Health Services Dartmouth Steering Group	Cllrs S Quinn & one member of the public
Car Parks	Cllrs Anderson, Bond, Faulkner & Green
The Ham Events	Cllr Bond & Faulkner
The Ham Maintenance	Cllr Bond, Faulkner & Westcott
Planning	Cllr Anderson, back up Cllr Green
Playground	Cllrs Bond, Green, Munro, Nightingale & Westcott
South Hams Community & Voluntary Services	Cllr Tucker
Tree Officers	Cllr Faulkner & Cllr Green
Village Hall	Cllr Tucker
Communications	Cllr Green, Munro, Nightingale & Quinn

71/19 Asset Register

The current asset register was noted.

72/19 Insurance Cover

It was noted that 19/20 is the second year of a three year agreement which ends 2 July 2021.

73/19 To consider 2019-20 contracts & agreements

The following were noted:

73/19.1. Maintenance: current contract ends 14/7/20 with optional one year extension.

73/19.2. Parish Lengthsman: vacant

73/19.4. SHDC Payroll service: £100+VAT in 2018/19. Invoiced April 2019.

73/19.5 SHDC Parking enforcement: ongoing

73/19.6. Clerk contract: ongoing

73/19.7. Website and email hosting:

www.dittishamparishcouncil.gov.uk registered via M247 expires 6/10/20

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Redirection of .gov.uk email and website by M247 ends 31/3/20

www.dittishamparish.co.uk registered via 123Reg/Webfusion £39.56 4/10/18

Website hosting by Kingsbridge Websites and backups £120/year, next due 19/2/20

73/19.8. Metric maintenance agreement for Car Park ticket machines: 1/5/19-30/4/20, invoice to be approved

73/19.9 Car Park Supervision: three year contract ends 18/7/21

73/19.10 Level Car Park Loan

It was noted that the review of the Clerk's hours is ongoing and will report to the June meeting. The same meeting will require a report about the Car Park Supervision arrangements. DPC has planned to make an extra repayment of the Level Car Park Loan in 2019/20.

74/19 To note annual subscriptions

The following were noted:

74/19.1. LCR—National Association of Local Councils magazine: £17.00, invoiced April 2019

74/19.2. DALC: £101.81 invoiced April 2019

74/19.3. Information Commissioner's Office: £35.00 annually next due 1/11/19, compulsory

74/19.4. Devon Communities Together, £50.00 annually, paid January 2019

75/19 Consider approval of 2019 Statement of Internal Controls

The Statement was approved.

76/19 To schedule the 2019 Risk Register for review in May 2019

The Risk Register will be reviewed.

77/19 Ordinary Meetings of the Parish Council

The ordinary meetings of the full council will continue to take place on the first Wednesday of each month excluding August.

Ordinary Meeting of Dittisham Parish Council

Present: Cllrs Tucker (Chairman), Anderson (Vice—Chairman), Bond, Faulkner, Munro, Nightingale, Quinn were present, as was South Hams District Councillor McKay and four members of the public. Devon County Councillor Hawkins entered during the discussion of planning applications due a conflicting meeting.

78/19 Declaration of Interests

Cllr Quinn declared a disclosable pecuniary interest in Item 6.2- planning application 0479/19/VAR.

79/19 Approval of the minutes of the meeting held on 3 April 2019.

The minutes were approved.

80/19 Public Issues

80/19.1 Dittisham Sailing Club

Members of Dittisham Sailing Club presented proposals to raise the height of the two outer stories of the clubhouse and to add stairs on the right hand side in order to improve the facilities available to its members.

80/19.2 South West Gaffers request for permission for members to stay overnight on The Ham / The Ham car park in tents or motorhomes during Dittisham Regatta.

Permission was granted.

80/19.3 Dog Poo

The problem of dog poo in the village, particularly over Easter, was discussed.

80/19.4 The Ham Rubbish Bins full and overflowing on Easter Sunday

It was noted this problem recurred and rubbish was collected.

81/19 Community Reports

81/19.1 South Hams District Council Councillor

The new South Hams District Councillor John Mackay was welcomed. He had not yet officially commenced his new role.

81/19.2 Devon County Councillor

Deferred pending the arrival of Cllr Hawkins.

82/19 Communications in relation to planning/tree applications.

The following was noted:

- 0277/19/LBC Lilac Cottage The Level Dittisham TQ6 0ES. Listed Building Consent for renovation of existing cottage with new fenestration and new roof to existing extension. Conditional Approval.

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83/19 New planning/tree applications.

83/19.1 0713/19/LBC Ferry Boat Inn, Manor Street, Dittisham, TQ6 0EX, Listed Building Consent application to replace existing roof covering with new.

Support (resolution proposed Cllr Anderson, seconded Cllr Faulkner, unanimous)

83/19.2 0479/19/VAR Darling, Manor Street, Dittisham TQ6 0EX. READVERTISEMENT (Revised Plans) Application for removal or variation of condition 2 (APPROVED PLANS) following grant of planning permission 18/0742/15/F.

Cllr Quinn left the room.

Support (resolution proposed Cllr Anderson, seconded Cllr Faulkner, unanimous)

DPC resolved to support the application because parking is very limited on Manor Street. However in view of both the earlier significant revision of the design of the rear extension and the current parking changes, specifically because of incorrect Plans, DPC's view is that they should be addressed by way of a revised Full Planning application, not as a Variation of Condition. DPC noted that the proposal will result in a large parking area which threatens to change the character of the historic street. DPC requests that the retaining walls of the parking area, and the surfacing, should be sympathetic to its Conservation Area location, and the fact that it is in close proximity to a Grade 2 Listed Building. As it is outside the Red Line of the application, and therefore not part of the application, DPC did not comment on the proposal to change the surface of a small area of land adjacent to the roadside border of the site.

83/19.3 1065/19/HHO Dinahs Side, Dittisham, TQ6 0HZ. Householder application for proposed extension and alterations to existing house with works to quay wall to improve flood defence and new entrance gate to site.

Support (resolution proposed Cllr Anderson, seconded Cllr Nightingale, unanimous)

83/19.4 1113/19/CLE Camelot Lower Street Dittisham TQ6 0HY Lawful development certificate for existing raised deck in rear garden of property.

No comment to be made.

84/19 Devon County Councillor

Devon County Councillor Hawkins reported that work on the Dartmouth Health and Well Being Centre project is ongoing. It is expected the planning application will be submitted in November, the build start in February 2020, and the Centre open in 2021. DPC will report suspected ash die back in Devon County Council trees on Riverside Road to Cllr Hawkins and the Neighbourhood Officer.

85/19 Soundings

The proposal to amend Soundings title plans with the Land Registry so plans are consistent with the actual topography & the original fence line was supported.

86/19 Reports from Councillors with Specific Responsibilities / External Forums

86/19.1 Car Parks

The replacement of broken post next to The Ham ticket machine with a reinforced concrete with the approval of the Chair and Clerk was noted.

86/19.2 Ham Maintenance

The purchase of an 1500mm Eclipse bench to replace the damaged bench was approved. Cllr Faulkner will install. The replacement of the interpretation sign on The Ham with a sign sourced from DHNA was noted.

86/19.3 Playground

- The 'Vision for The Ham' brief document was presented. It includes the galleon, phased installation of a perimeter path, more play equipment, picnic tables and a BBQ stone in the northeast corner, and an art trail.
- The consideration of approval of ceiling cost for a new swing and approval to proceed with negotiation was deferred.
- It was resolved to approve a budget of up to £500 for the purchase of two picnic benches.
- A large wheelchair accessible BBQ stone near the picnic tables was discussed. Cllr Nightingale will report back with images and a risk assessment.

87/19 Cott Farm Grit Bin

It was resolved to request that the broken bin is replaced and relocated to the region of the Higher Street turning bay.

88/19 SHDC Bins

DPC does not choose to accept SHDC's offer and request a litter bin to relieve either a dog poo or litter problem.

89/19 Climate Change

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It was resolved that like many other Town Councils, Parish Councils, the UK Government, and the Scottish Government that we [DPC] declare a climate change and environmental emergency, set up a working group, and figure out pragmatic and not too grand ways in which we can implement those objectives (Resolution proposed Cllr Nightingale, seconded Cllr Quinn, carried 6:1). The group will report to the PC in July.

90/19 Financial Matters

90/19.1 Financial Report

The report was noted but not approved due to the late provision.

It showed a balance of £65,810.97 and unearmarked reserves of £-11,006.15.

90/19.2 Payments

The following payments were approved:

- HMRC PAYE April 2018 £4.60
- Metric Machine maintenance contracts £1039.97
- DALC membership annual renewal £101.81
- NALC LCR subscription £17.00
- Clerk Office expenses reimbursement £78.97
- R Bond Capton phone box paint reimbursement 59.63
- Kingswear Parish Council TAP 2016 17 Drain clearance £660.00
- Dartmouth Town Council TAP 2016 17 Drain clearance £130.00
- Blackawton Parish Council TAP 2016 17 Drain clearance £340.00

The following payments made were noted:

- SWW The Quay tap £16.69
- Clerk April salary & pension, March overtime £689.76

90/19.3 DPC Computer

The Clerk was delegated authority, in consultation with Cllr Nightingale, to spend up to £800 on an office computer for DPC.

90/19.4 Clerk's Overtime Claim

The Clerk's overtime claim was approved.

91/19 Correspondence

The following correspondence was noted:

- 10/4/19, Neighbourhood Plan supported and suggested as item for Annual Parish Meeting
- 15/4/19, Unauthorised installation of a caravan and its use for accommodation.
- 16/4/19, Unauthorised installation of a caravan and letting it for accommodation.
- 17/4/19, Citizens Advice Bureau, Thank-you for £200 grant from DPC
- 22/4/19, Dog poo in the village at the end of Easter

It was agreed that the preferred process is that individuals who have concerns about planning breaches be signposted to the Planning Office at SHDC, not to make the report on their behalf. The preferred way of reporting to the Parish on referrals made by the Clerk was discussed but not agreed by DPC. The Clerk advised of they would report to the community on the Agenda / Minutes in the form '[number] complaints about planning breaches were signposted to the Planning Office'.

92/19 Arrangements for the Annual Parish (Community) meeting on 22 May 2019 at 7:00 pm.

Arrangements were agreed.

93/19 Date of the next meeting of Dittisham Parish Council

It was confirmed that the next monthly meeting will take place on 5 June 2019 at 7:00 pm.

The meeting closed at 21:54