

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

To all members of Dittisham Parish Council

29 April 2021

You are hereby summoned to attend the Meetings of Dittisham Parish Council to be held **using public videoconferencing on Wednesday 5 May 2021 at 7:00p.m** to transact the following business.

**AGENDA**

**Annual Meeting of the Parish Council**

- 1. Election of Chairman**
- 2. Chairman's Signature of Declaration of Acceptance of Office**
- 3. Apologies**
- 4. To declare any personal interests or disclosable pecuniary interests in items on the agenda.**
- 6. Election of Vice-Chairman**
- 7. Appointments to Working Groups and Positions of Responsibility**  
To review and confirm the appointments.
- 8. Asset Register, Insurance Cover, Current Contracts and Agreements, and Subscriptions**  
To note and review these. They have been listed in separate documents (posted on [www.dittshamparish.co.uk](http://www.dittshamparish.co.uk)). The Car Park Supervision contract which ends July 2021 and the extension of the Parish Lengthsman contract are items on the monthly meeting Agenda.
- 9. 2021 Statement of Internal Controls** – To consider approval.
- 10. 2021 Risk Register Review** - To schedule for May 2021.
- 10. Annual authorisation of the Clerk's base salary & Working from Home Allowance**  
To consider re-approval that the Clerk's base salary will be paid on the last day of each month and be authorised annually in May of each year or when the national salary award is changed.  
To agree to continue payment £17 per month Working from Home Allowance as DPC's contribution to total £27 per month pro-rata with Blackawton Parish Council (rate as per Devon Association of Local Council's notice).
- 11. Ordinary Meetings of the Parish Council**  
To determine the time and place of ordinary meetings of the full council.

**Ordinary Meeting of Dittisham Parish Council**

- 1. To declare any personal interests or disclosable pecuniary interests in items on the agenda.**
- 2. COVID-19 Response**  
To review the project to ensure that residents and visitors have access to support and information.
- 3. Future Meetings**  
To note legislation permitting virtual Parish Council meetings ends 6 May and agree any action required.
- 4. To consider approval of the minutes of the meeting held on 7 April 2021**
- 5. To consider any issues raised by members of the public.**  
Members of the public are invited to give their views, to question the Parish Council about issues on this Agenda, or to raise issues for future consideration at the discretion of the Chairman.
  - 5.1.** Items raised in the Annual Parish Meeting
  - 5.2.** Capton Stream – Action to manage water flow
- 6. Community Reports**
  - 6.1.** South Hams District Council Councillor
  - 6.2.** Devon County Council Councillor
- 7. SHDC Planning Decisions**
  - 7.1.** 0210/21/HHO Pump Cottage The Level Dittisham Devon TQ6 0ES. Householder application for alterations and extension and conversion of garage into new accommodation. Conditional Approval.

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- 7.2. 0312/21/HHO Mowhay Barn Bosomzeal Dittisham TQ6 0JG. Householder application for new timber porch and restoration of existing outbuilding. Conditional Approval.
- 7.3. 0534/21/TCA Dartside Manor Street Dittisham TQ6 0EX. T1: Lawson Cypress - Fell. G1: Lawson Cypress x2 - Fell. G2: Pittosporum, Cherry Laurel, Portuguese Laurel & Bay - Crown height reduction to 6m from ground level. T2: European Larch - Fell. T3: Leyland Cypress - Fell. No objections raised.
- 7.4. 0284/21/HHO Greenbank Riverside Road Dittisham TQ6 0HS. Householder application for exercise/therapy pool below garden bank. Conditional Approval.
- 7.5. 0989/21/COM Kingston Farm Bungalow Dittisham TQ6 0JB. Notice of intention to install fixed line broadband electronic communications apparatus comprising 2 x 8m wooden pole (6.2m above ground). Permitted development.
- 7.6. 4126/20/ARC Capton Mill Cottage Capton Devon TQ6 0JE. Application for approval of details in part reserved by conditions 4 & 5 of planning application 1669/20/HHO. Discharge of condition Approved.
- 7.7. 0886/21/TEX Playground at The Ham Road Leading To Ham Car Park Dittisham Devon TQ6 0HS. T1: Willow Salix - Pollard to around 2m above ground level, DPC has been monitoring fungal decay at base where old basal limb removal or loss resulted in two decaying wounds near ground level, site visit with SHDC's Maintenance Team with PTI qualification raised concerns about tree, advised tree should be cut down before it comes into leaf, located in public area next to footpath and children's playground; T2: Horse Chestnut - fell, has worsening bleeding canker, shedding small branches regularly, 70% of leaves now showing signs when in leaf. Split decision
- 8. Appeal Decision** Appeal Ref: APP/X1165/W/20/3245011 Land to the south of White Rock, adjacent to Brixham Road. The appeal is allowed and outline planning permission is granted.
- 9. New planning applications.**
- 9.1. 0763/21/HHO Low Dolphin Lower Street Dittisham TQ6 0HY. Householder application for new rear extension with internal alterations to existing building.
- 9.2. 0968/21/HHO Lod Cottage The Lane Dittisham TQ6 0HB. Householder application for new first floor extension over existing balcony.
- 9.3. 1183/21/HHO Herons Flight Riverside Road Dittisham TQ6 0HS. Householder application for replacement of conservatory with new extension. Extension of existing balcony to front elevation over proposed stone clad ground floor extension. Alterations to fenestration and balustrading. Installation of natural timber cladding to first floor of front elevation and to gable end of rear elevation.
- 9.4. 1416/21/HHO Little Coombe Farm Dittisham TQ6 0JB. Householder application for retention of studio workshop and erection of greenhouse (part Retrospective).
- 9.5. 1446/21/HHO Greenslades Higher Street Dittisham TQ6 0HT. Householder application for alterations and extension to existing dwelling.
- 9.6. 1556/21/ARC Former Site Of Kiln Lyon Lower Street Dittisham TQ6 0HY. Application for approval of details reserved by condition 6, 7 and 10 of Planning Permission 0277/20/FUL.
- 10. Premises Licence Applications**
- Variation to a premises licence application from Mr Graeme John Piesse for The Shambles (previously Quay Wines), 1 Higher Street, Dartmouth, TQ6 9RB.
  - Variation to a premises licence application from Saveurs Ltd for Saveurs, 3 Victoria Road, Dartmouth, TQ6 9RT.
- 11. Consultations**
- Totnes & South Devon Bus Strategy Survey by Anthony Mangnall MP. Closes 20 May. - Report from Cllrs Neale and Nightingale
  - Community Risk Management Plan for Devon and Somerset Fire and Rescue Service. Closes 20 May.
- 12. Reports from Councillors with Specific Responsibilities / External Forums**
- 12.1. **Maintenance Working Group**

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Reports on management of private accesses to The Ham and on the Level Car Park drainage.  
Proposal for timber post at edge of sight-line & DPC land at top of Ham Lane and timber posts along Riverside Road frontage of Ham Triangle to prevent parking.

To note the installation of a replacement post to protect The Ham car park machine £220 +VAT

**12.2. Vehicles parked at junction of Manor Street and The Lane**

Report - proposed A5 windscreen note & Ambulance access/No Parking sign replacement sign - Cllrs Anderson and Bond

**12.3. Ham Events**

Request for a booking for a Parish Lunch Queen's Platinum Jubilee Sunday 5th June 2022.

South West Gaffers request for campervans overnight in the Ham Car Park & tents on the Ham 13 – 15 August 2021 during Dittisham Regatta.

**13.National Trust Advertisement of access via Dittisham**

**14.Financial Matters**

14.1. Consider approval of financial report.

14.2. Payments - To agree to make payments as required:

- Metric, Maintenance Contract, £1,053.79
- Society of Local Council Clerks, Membership pro-rata with BPC, £130.00
- Devon Association of Local Councils, Membership, £90.37
- Glanville, CCTV Survey of pipes in The Level Car Park, £780.00
- Kingsbridge Websites, Gallery pages, £40.00

**15.2020/21 Annual Governance and Accountability Return**

15.1. **2020/21 Internal Audit** – To note the Auditor's report

15.2. **2020/21 Audit Annual Governance Statement** – To resolve to approve the Statement.

15.3. **2020/21 Audit Accounting Statements** To consider the Accounting Statements.

15.4. **2020/21 Audit Accounting Statements** To resolve to approve the Statements

15.5. **2020/21 Audit Accounting Statements** - Signature by the Chair of the Meeting

**16.Payment of HMRC VAT Invoices by Direct Debit** – To consider the recommendation to pay by DD

**17.Lengthsman Contract** - To agree to extend the agreement for 2021/22.

**18.Clerk's Overtime Claim**

**19.Clerk's Leave** - To approve annual leave 24 July to 22 August, and 18 December to 4 January 2022.

**20. Annual Playground Inspection** – To note that this has been booked, £125 + VAT

**21.To note / consider correspondence**

- 'collapsing pier' Footpath 16 - referred to DCC and its owner

**22.To confirm the next meeting of Dittisham Parish Council which is scheduled for 2 June 2021 at 7:00 p.m.**

**23.Car Park Supervision Arrangements**

To consider closing the meeting to members of the public and press.

To review the arrangements.

**PRESS AND MEMBERS OF THE PUBLIC ARE VERY WELCOME TO ATTEND**

The meeting will be held using **Zoom videoconferencing**.

Click this link or paste it in your browser <https://us02web.zoom.us/j/8444633513>

Dial in by phone +44 203 481 5237

**Meeting ID: 844 463 3513**

1. You do not need to subscribe to Zoom to join the meeting.

2. You will be held in an online 'waiting area' until the meeting starts.

3. Please, if you can, turn your video on – not only would it be lovely to see you, but it really helps you to feel engaged with the meeting.