

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

**APPROVED Minutes of the Monthly Meeting of Dittisham Parish Council held in  
Dittisham Village Hall on Wednesday 6 April 2022 at 7:00 p.m.**

**Present:** Councillors Anderson (Vice-Chair and meeting Chair), Bond, Neale, Nightingale, and Unitt were present, as were Devon County Councillor Hawkins, South Hams District Councillor McKay, and A Thom (Clerk).

**30/22 Absent**

Apologies were received from Councillors Tucker, Green, Lloyd, and Quinn.

**31/22 Declaration of Interests**

Cllr Neale declared an interest in the planning application 0853/22/CLP Kelbechan House.

**32/22 Approval the minutes of the meeting held on 2 March 2022.**

It was resolved to approve the Minutes.

**33/22 Public Issues**

No matters raised.

**34/22 Community Reports**

**34/22.1 South Hams District Council Councillor**

SHDC Cllr McKay reported that South Hams has approved the Plymouth Freeport business case. It will now go to the Government, with approval likely.

SHDC has made a £10,000 humanitarian donation to Ukraine and approved an associated motion to lobby the MP to improve how refugees can access the UK.

Sustainable South Hams has received the grant funds it requested. The total size of the fund is only £50,000. Cllr McKay is lobbying for another round to accommodate the large number of requests received for funding.

Ambulance response time will come up at the next Overview and Scrutiny meeting.

**34/22.2 Devon County Council Councillor**

DCC Cllr Hawkins attended two sessions about the delivery of Children's Services today. DCC has partnered with Leeds Council which has excellent Children's Services.

An SHDC Officer is checking 22 properties offered to refugees from Ukraine.

The Leisure Centre's payment has been deferred to keep the Centres open.

There have been issues with green waste missed collections.

Dartmouth Health and Wellbeing Centre stakeholders had a meeting last week. The opening date has slipped by about four to six weeks because of supply issues, although it is hoped it will catch up. The Centre is now expected to open in October.

**35/22 SHDC Planning Decisions**

The following decision were noted:

- 4724/21/ARC 2 Watermans Cottage Manor Street Dittisham Devon TQ6 0EX. Application for approval of details reserved by condition 3 of Planning Permission 3363/21/HHO. Discharge of condition Approved.
- 4343/21/TPO Yew Tree Cottage Manor Street Dittisham TQ6 0EX. G1: Ash - fell due to dieback. G2: Hazel - coppice to 0.5m from ground level to increase biodiversity. G3: Hornbeam - crown thinning by up to 20%. Remove squirrel damaged branches. To reveal healthy wood and promote growth. G4: Sycamore & Ash - Remove due to poor condition. T1: Ash - crown lift to 6m from ground level to allow light to understorey trees. T2: Ash - fell due to dieback. T3: Cherry - fell due to encroachment into garden and to provide more room for other cherry trees. T4: Willow - pollard to 3m from ground level to encourage healthy regrowth. T5: Hornbeam - crown lift to 3m from ground level to increase biodiversity. T6: Maple - crown thin by up to 25% to reduce. Split decision.
- No: 1057 Tree Preservation Order 2021, Site: Yew Tree Cottage, Manor Street, Dittisham, TQ6 0EX, Confirmation of Order.
- 4721/21/ARC Sherwood Cottage Riverside Road Dittisham TQ6 0HS. Application for approval of details reserved by conditions 3, 4, 5 & 6 of Planning Permission 3024/21/HHO. Withdrawn.
- 1778/21/HHO & 1779/21/LBC Dartside Manor Street Dittisham TQ6 0EX. Householder application & Listed Building consent for installation of air heat source pump. Conditional Approval.
- 4778/21/HHO & 4779/21/LBC Fern Cottage Manor Street Dittisham TQ6 0EX. Householder application & Listed Building consent for works to existing summer house comprising replacing existing exterior wooden French doors with same size and construction, apply new natural colour wooden cladding to exterior and finish with clear coat

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protection, install new flooring, remove interior wall for flooring renewal and replace in same location and remove interior fitted cupboards and replace them. Conditional Approval.

**36/22 New planning applications**

- 0681/22/ARC & 0682/22/ARC 2 Watermans Cottage Manor Street Dittisham TQ6 0EX. Application for approval of details reserved by conditions 3 and 4 of planning consents 1048/19/HHO & 1049/19/LBC.  
Approve (resolution proposed Cllr Nightingale, seconded Cllr Bond, unanimous).
- 0412/22/OPA The Boatyard Old Mill Creek Dartmouth. Outline application with some matters reserved for proposed on site security building with managers accommodation as live work unit. (Neighbouring parish consultee).  
Support (resolution proposed Cllr Neale, seconded Cllr Bond, unanimous).
- 0853/22/CLP Kelbechan House Capton To Capton Cross Capton Devon TQ6 0JE. Certificate of Lawfulness for proposed new shed with corrugated metal roof and timber cladding replacing existing outbuildings on existing concrete hardstanding.  
Cllr Neale left the room and returned nearly immediately because SHDC's decision will be based on the evidence provided to it and no comment is being made by DPC.
- 0485/22/FUL Bramble Torr Dittisham TQ6 0HZ. Application for access drive, platforms, building and drainage (Retrospective).  
The construction contains a toilet. The method of sewage disposal is not described in the application. It appears that a septic tank has been installed. The construction is a new building in the countryside. Its construction is outside of planning policy. There is no planning justification provided in the application for the development in the countryside. The construction is in the AONB. The construction is not covered by building regulations.  
Object (resolution proposed Cllr Unitt, seconded Cllr Nightingale, unanimous).

**37/22 Consultations**

- **Dartmouth Neighbourhood Plan, Regulation 15 Consultation**  
Support (resolution proposed Cllr Anderson, seconded Cllr Unit, unanimous).
- **Joint Local Plan, Planning for the Climate Emergency**  
It was commented that the plan is ambitious and a good stepping stone. They should consider how to get three phase. Overall it is supported. The Clerk will respond with the advice of Cllrs Anderson and Nightingale.
- **Devon Carbon Plan**  
It was commented that the Plan is fairly comprehensive and ambitious. Overall it is supported. The Clerk will respond with the advice of Cllrs Anderson and Nightingale.

**38/22 Support for Ukraine**

It was resolved that DPC will support by expressing solidarity through signing up to the statement from the political leadership of the Council of European Municipalities and Regions as described in the National Association of Local Councils' Ukraine Briefing paper.

It was resolved that the Clerk will write to the MP about the visa application process for refugees to come to the UK.

**39/22 Reports from Councillors' Working Groups & External Forums**

**39/22.1 Access by Fire and Rescue Emergency Services**

Cllr Unitt's Report on the meeting with the Torquay Response Group, Operations Manager, on 17 March was discussed.

The meeting's assessment highlighted (as already discussed in Council meetings) the need for all building work applications in the congested parts of the village to include access statements that take into account emergency vehicle access.

Residents should be aware that even under ideal circumstances the fastest that a fire engine could appear in the village from Dartmouth after an emergency call is 20 minutes and from other stations in excess of half an hour; this will be longer for properties where direct vehicular access is not possible. This highlights the need for householders to maximise their own fire prevention and fire detection equipment for which there is help and advice available from the Fire Prevention Team. It also emphasises the wisdom of making an emergency call as soon as possible rather than waiting to see if it can be put out with the garden hosepipe – if it can then it is better to be able to stand down the Fire Service subsequently rather than risk a bigger incident from developing.

The Fire Prevention Team offers free home visits.

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It was resolved to take the following approach. The Fire Prevention Team will be invited to the Parish Meeting on 11 May (by Cllr Unitt). If a letter box drop is done it will include fire prevention information, and flyers and information will be circulated using the parish website, magazine, noticeboards, and DPC Facebook page.

**39/22.2 Update on Parish Distribution List Project**

Cllr Unitt presented the proposed approach to creating a List. Data protection compliance will be assessed before the project is progressed.

Cllrs Hawkins and McKay left the meeting during this item.

**39/22.3 Speed Survey**

Cllr Bond reported on Ashprington PC's project. APC is planning to use radar guns to do a local speed survey.

Dittisham PC is invited to use the resources to survey speed of vehicles in and accessing the village. Some possible interventions could be interactive speed signs and a speed bump outside St George's Church. DPC is interested in taking part and it was agreed that Cllr Bond will provide a more detailed proposal for the May meeting, including locations, community helpers, and a risk assessment.

**40/22 Hedgerow Plastic Litter Pick**

DPC is interested the potential for a community project to be carried out as suggested by Cllr Green. A more detailed proposal was requested for the May meeting, including a risk assessment

**41/22 Encouraging our Councils to stop investing in fossil fuels**

The proposal to write to DCC and to SHDC requesting faster than the current planned divestment, as circulated, was approved by resolution (three votes in favour, Cllr Unitt abstained, and Cllr Anderson voted against).

**42/22 Freedom of Information and Subject Access Request**

The report on DPC's response and was received. There is an operational impact to processing the request. The FOI response is complete. The SAR response deadline is 15 May.

**43/22 Information Management Software**

The Clerk's report on the review of DPC's information management system (including email, word processing, spreadsheets, and cloud storage) was noted. It was agreed that Cllr Nightingale's assistance would be sought initially, and that paid expertise could be sought if necessary.

**44/22 Archive and Disposal of DPC Records**

It was resolved that old Dittisham Court planning documents could be handed to its Management Committee rather than disposing of them.

**45/22 Devon Association of Local Councils Website Access for Councillors**

It was resolved that Councillors will all be provided with access to the DALC website information but asked not to book training without prior approval.

**46/22 Being a Good Councillor Refresher and Code of Conduct Training for Councillors**

Councillors agreed that the most suitable date offered for the training is Thursday 28 April via Zoom. Councillors supported inviting other Councils to attend.

**47/22 Financial Matters**

**47/22.1 Financial Reports**

It was resolved to approve the Reports. The balance on 31 March was £72,223.69 with earmarked reserves of £50,552.41.

The Clerk will next restate the accounts on an Income and Expenditure basis. The Finance Working Group will then consider the making of an additional repayment on the loan for the purchase of The Level Car Park.

**47/22.2 Payments Due**

It was resolved to authorise the following payments:

- Chagos Consulting, Parish Online training Cllr Unitt, Basics 102 - Menus and Geometries, £15.00
- Community Heartbeat Trust, Maintenance Annual Support, £396.00
- Tozer & Co Printers, DSC Permits 22/23, £231.46
- Parish Lengthsman, Sep 21 - mid Jan 22, £400.00
- SHDC, Payroll Service 21/22, £120.00
- Metric, Annual Maintenance Agreement from 1 May 22, £904.56
- Kingsbridge Websites, Website updates - new pages, £20.00
- Car Park Attendant, October 21 - March 2022, £1,000.00
- Clerk, Clerk Expenses Reimbursement CE48, £29.24
- South West Water, Quay tap - 20/12/21-16/3/22, £34.22

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- SHDC, Business Rates The Ham 22/23, £2,844.30
- SHDC, Business Rates The Level 22/23, £2,694.60
- DALC, Data Protection Training, £122.40
- DALC, Annual Charge, £92.72
- Resident, Grant Hire of Toilets for Jubilee Lunch, £348.00

Approval of the reimbursement Grant for Insurance for Jubilee Lunch, £392.30 was deferred pending the name of the insured matching the name of the hirer of The Ham.

**47/22.3 Payments made since the last meeting**

- Adobe Pro, £25.28 per month to process Subject Access Request
- DALC Data Protection Training Invoice £16.80

**47/22.4 Lengthsman's Contract**

It was resolved to confirm the renewal of the contract for one year to 31/3/23 and its form as circulated.

**47/22.5 Internal Audit**

It was resolved to employ Local Council Administration Services for the 21/22 Internal Audit.

**47/22.6 Lloyds Bank Mandate**

It was resolved to remove a previous councillor from the mandate.

**47/22.7 Creation of a Personnel Committee & Membership of the Finance Working Group**

This matter was deferred to the Annual Meeting of the Parish Council on 4 May.

**47/22.8 Level Car Park Loan Repayment & Reserves Review**

The review by the Finance Working Group was agreed above.

**47/22.9 Method of Asset Valuation Policy**

The Policy circulated, recording book value and insurance value, and excluding maintenance costs from the asset register, was approved.

**48/22 Information circulated:**

The following items were noted:

- 8/3/22 SHDC New telegraph poles being installed for the broadband project.
- 7/3/22 SHDC Council-backed low interest-rate lending scheme for local home owners to make essential repairs and efficiency improvements
- February 2022 Lloyds Bank, Change to terms and conditions
- DCC Wild About Devon Talk - Three key environmental topics: grass cutting, pesticides and tree planting. 29/4/22, 12:00-1:30pm via Zoom.
- Dartmouth Together – Reactivation of the group and a meeting.
- TQ6 Partnership – Information provided about its role.
- Mobile Boost Scheme - Vouchers of up to £1,200 available for businesses and households towards cost of one of a number of mobile signal booster options from a registered supplier.
- Citizens Advice, Enquiry about Dittisham based support for residents in financial hardship.

**49/22 Correspondence Sent**

The following correspondence was noted:

- 3/3/22 DCC, Request to tarmac squares Riverside Road footpath five areas where pavement trees on the Riverside Road footpath have died
- 4/3/22 Secretary of State, Department for Levelling Up, Housing & Communities, Local Authority Remote/Hybrid Meetings
- 4/3/22 Resident, Authorisation of work to Vegetation on The Ham

**50/22 Annual Parish Meeting on 11 May at 7 p.m.**

DPC is planning an engaging and useful meeting: the Devon & Somerset Fire & Rescue Service's Fire Prevention Team, the Co-ordinator for the TQ6 Partnership (supports local people to get to the services they need), heat pumps and insulation, DPC's achievements and plans for the next year, and more.

**51/22 Next meeting of Dittisham Parish Council**

The holding of the next meeting on 4 May 2022 at 7:00 p.m. was confirmed. This meeting will start with the Annual meeting of the Parish Council.

The meeting closed at 21:32.