

**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 1 June 2022 at 7:00p.m.**

**Present** – Cllrs Anderson (Chair), Nightingale (Vice-Chair), Bond, Neale, and Unitt, were present as were A Thom (Clerk), South Hams District Councillor McKay, and three members of the public.

**Dartmouth Caring: Presentation on Dartmouth Caring's Services**

It was explained DC serves the same area as the Dartmouth Medical Practice. It currently has 33 Dittisham connections - 28 clients and 5 volunteers. DC meets three times each week with NHS intermediate care teams which work to keep people living safely in their homes. DC's wide range of services are all used Dittisham. Hospital transport, trips to the Medical Practice (with volunteer drivers at no charge - there is the option of a donation), Memory Café, and shopping. DC works with Dartmouth Food Bank and offers carer support in cooperation with Devon Carers. The Counselling Service has a waiting list. DC acts as an advocate for clients e.g. to access blue badges. No charges are made except for the provision of home help, although that charge can be waived if people are in financial need. DC doesn't offer care but they do shop, cook etc which frees the registered carers to focus their time. DC is open from 9 am to 2pm. It is currently near the Dartmouth Medical Practice. It will be moving to the new Health and Wellbeing Centre.

**93/22 Absent**

Apologies were received from Cllrs Lloyd, Quinn, and Tucker, and Cllr Green was also absent.

**94/22 Declaration of Interests**

None declared

**95/22 Mobile Coffee Cart Enquiry**

This item was moved up the Agenda at the Chair's discretion.

Correspondence regarding a Cart operating in Dittisham was considered. A member of the public gave their view opposing the proposal and then left the meeting. It was resolved not to support the proposal for a mobile coffee cart to operate in the village in the current economic climate because of the possible negative effect on existing static business which are already challenged to find staff and to manage rising costs.

**96/22 Approval of Minutes**

It was resolved to approve the minutes of the meeting of DPC held on 4 May 2022.

It was resolved to approve the minutes of the Annual Parish Meeting held on 11 May 2022.

It was resolved to approve the minutes of the Extraordinary Meeting held on 31 May 2022.

**97/22 Public Issues**

No matters raised.

**98/22 Community Reports**

**98/22.1 South Hams District Council Councillor**

South Hams District Council Councillor McKay reported that in its Annual General Meeting on 19 May SHDC approved a revised Constitution, which he is against. FCC has been asked to attend a special meeting of SHDC on 8 June 2022 to answer questions about the removal of waste. Cllr McKay was on of the signatories which called that meeting. Cllr McKay said that Baltic Wharf has become big issue for him – there is a plan to knock it down and build houses. Cllr McKay spoke about a huge development in offshore wind which will bring employment in high paid jobs to the area and said that he wants to see Baltic Wharf involved in that opportunity. He is looking at how he can challenge the Baltic Wharf development. Cllr McKay said that the St Anne's Chapel development will be taken to Overview and Scrutiny regarding the amount of SHDC funds spent on affordable houses in that location (£700,000/house). Cllr McKay has been following up the removal of the abandoned car on Riverside Road.

**98/22.1 Devon County Council Councillor**

Devon County Council Councillor Hawkins sent his apologies for the meeting.

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**99/22 SHDC Planning Decisions**

The following decision were noted:

- TPO - Ref: RP/272639 No. 1064 Tree Preservation Order 2022 Barn at Capton, Dittisham, Dartmouth TQ6 0JE. Confirmed without modification.
- 4699/21/FUL Firze Park Capton Dartmouth TQ6 0JE. READVERTISEMENT Demolition of an existing agricultural building and construction of a replacement dwelling (following Class Q Approval 3213/20/PDM) and associated landscaping. Refusal.

**100/22 New Planning Applications**

- 1355/22/LBC Dunedin Cottage The Quay Dittisham TQ6 0EZ. Listed building consent for new lean to shed to contain replacement electric boiler.  
Support (resolution proposed Cllr Nightingale, seconded Cllr Neale, unanimous).
- 0971/22/HHO Sherwood Cottage Riverside Road Dittisham TQ6 0HS. Householder application for proposed alterations to first floor rear opening in bedroom to create balcony space for maintenance and confirmation of rooflight/rainwater goods and flue/vent details (Retrospective).  
Support (resolution proposed Cllr Unitt, seconded Cllr Bond, unanimous).

**101/22 Consultations**

- Devon County Council (Traffic Regulation & On-Street Parking Places) Amendment Order, Closes 24/6

The order was noted. No comment made by DPC.

**102/22 Devon County Council, Highways**

DPC considered DCC's request for the Parish Council's view on whether a piece of land has some use or purpose. It concluded that DPC does not consider that the garden bed installed on the land is causing a problem with obstruction to the highway. Its retention as a community garden was supported as a positive use. DPC took the view that the neighbouring second area of highway maintainable at the public expense - which currently houses a grit bin, noticeboard, and mailbox - would benefit from maintenance and cleaning. DPC agreed to start work on developing a community Jubilee project to address the two areas. It will develop a plan for maintenance and to install a nice bench on the second area. The Clerk will respond to DCC. The Maintenance Working Group will work with other councillors to progress the project.

**103/22 Reports from Councillors' Working Groups & External Forums**

**103/22.1 Ham Events Working Group**

A request from residents to book The Ham for a wedding was deferred pending confirmation of details of the booking.

**103/22.2 Maintenance Working Group - Ham Maintenance Contract Specifications**

Cllr Neale explained that at the end of last year some areas of The Ham Triangle were left uncut to increase habitat areas. The plan for the habitat project carried out in 2012 is being reviewed. A formal proposal for alteration to specifications for maintenance of The Ham Triangle will be made by the September meeting.

**104/22 Extra Emptying of Bins in The Ham Car Park**

The agreement with SHDC for extra emptying of bins in The Ham car park (Wednesday) from Easter to the end of October was reviewed. The cost in 2022 will be £3/bin for three bins, £9/week. Councillors said that emptying was done this week but not since Easter. It will need to be monitored. The need for the extra emptying was discussed. The use of The Ham is different this year. It was agreed to try mid-July to September: Wednesday 13 July to Wednesday 7 September.

**105/22 Financial Matters**

**105/22.1 Financial Reports**

The Clerk tabled the 22/23 Summary Report and the bank reconciliations at 30 April 2022. The 21/22 accounts have been restated on an income and expenditure basis and will be checked before presenting them to DPC for approval later in June.

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**105/22.2 Payments Due**

The following payments were authorised:

- Cllr Bond Reimbursement Drain Hook £9.49
- Cllr Bond Reimbursement, Grass Seed £10.99
- Dittisham Players, Half cost of new website pages, £50.00
- Metric Two rolls of tickets £118.49
- Clerk CE50 Expenses Reimbursement £12.28 plus the charge for Adobe Pro subscription

Payments made since the 4 May meeting

- Clerk May Salary £1,071.80
- HMRC May PAYE £146.43
- Pension May Pension £82.75

**105/22.3 Clerk's Overtime**

The Clerk had submitted a claim for 12 hours overtime worked in April preparing for the Annual Meeting of the Parish Council and the Internal Audit. DPC resolved unanimously to also authorise payment of all of the overtime worked to respond to the Subject Access Request.

**105/22.4 Insurance Renewal**

It was resolved to authorise the Clerk in consultation with Cllr Anderson to make a decision about whether to accept the pending quote for addition of subsidence to the insurance cover for the Old Chapel Burial Ground's wall next to The Level and to finalise the renewal of the Parish Council's insurance.

**105/22.5 Notification of Grant from Devon County Council**

The grant from DCC Footpaths P3 £200 was noted.

**105/22.6 2022 Safety Survey of DPC Trees**

This item was deferred.

**106/22 2021/22 Annual Governance and Accountability Return**

**106/22.1 2021/22 Internal Audit**

The Internal Auditor's report was noted. It concludes that proper practices have been followed and that regular checks have been made in order to manage risk. Practise improvement suggestions have been actioned – the 20/21 External Auditor's Report has been posted on the parish website and the alteration of the payment of pension contributions is an item for this meeting.

**106/22.2 21/22 Annual Governance and Accountability Return (AGAR)**

Agenda Items 14.2-14.5 regarding the approval of the 21/22 AGAR were deferred and will be addressed in an extraordinary meeting later in June 2022.

**106/22.3 Payment of HMRC VAT Invoices by Direct Debit**

It was resolved to confirm that payments will continue to be made by DD and to arrange for HMRC to use the Lloyds account to debit as requested.

**106/22.4 Payment of Pension Contributions by Direct Debit**

It was resolved to authorise a mandate to debit from DPC's Lloyds bank account.

**106/22.5 Invoice 21/22 Internal Audit**

It was resolved to authorise payment of the invoice for £200.

**106/22.6 Appointment of Local Council Administration Services to carry out 22/23 Internal Audit**

It was resolved to appoint LCAS to carry out 22/23 Internal Audit.

**107/22 Freedom of Information and Subject Access Request**

It was noted that the response was provided within the extended timeline.

**108/22 Clerk's Annual Leave**

It was resolved to authorise the annual leave requested.

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**109/22 Correspondence**

The following correspondence was noted:

- From Anthony Mangnall MP, 12/5/22, Work being done in the Parish and jubilee events enquiry
- Invitation, SHDC, Webinar, 7pm 15/6/22, Briefing for town and parish councils on Homes for Ukraine scheme
- Airband Fibre to the Premises Rollout Public Webinar on Thursday, June 16th, 2022, at 7pm

**110/22 Next Meeting**

It was confirmed that the next monthly meeting of Dittisham Parish Council will be held on 6 July 2022 at 7:00 pm in Dittisham Village Hall.