

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

To all members of Dittisham Parish Council

4 May 2023

You are hereby summoned to attend the meetings of Dittisham Parish Council to be held in **Dittisham Village Hall on Wednesday 10 May 2023 at 7:00p.m** for the purpose of transacting 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. Election of Vice-Chairman**
- 4. Apologies for absence**
- 5. To declare any personal interests or disclosable pecuniary interests in items on the Agenda**
- 6. Receipt of Councillors' Declarations of Acceptance of Office**
- 7. Receipt of Councillors' signature of agreement to receive Summons by email.**
- 8. Exercise the General Power of Competence**
To decide that DPC meets the criteria for eligibility to Exercise the General Power of Competence.
- 9. Ordinary Meetings of the Parish Council**
To determine the time and place of ordinary meetings of the full council.
- 10. Review of the terms of reference for Personnel Committee and Subcommittee**
- 11. Review of appointment of the Members and Chair of Personnel Committee and Subcommittee**
- 12. Working Groups & Positions of Responsibility - To review Group descriptions and confirm appointments.**
- 13. Confirmation of DPC's Delegations of Authority to the Clerk**
- 14. To note updated Standing Orders Approved 5/4/23**
- 15. To note DPC Financial Regulations approved 4/5/22 and that there are no later Model Regulations.**
- 16. Asset Register – To confirm the Asset Register as at 31/03/23**
- 17. Confirmation of arrangements for insurance cover in respect of all insurable risks**
To note the three year agreement which ends 3/7/24
- 18. Review of the Council's Subscriptions to other bodies**
- 19. Review of the Council's Contracts**
- 20. Review of the Council's Direct Debit mandates**
- 21. Review of the Council's Bank mandates**
- 22. Approval of the list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation, and which can be authorised by the Clerk**
- 23. Review of the list of the Council's policies and procedures.**
- 24. Approval of the 2023 Statement of Internal Controls**
- 25. Approval of the 2023 Risk Register Review**

Ordinary Meeting of Dittisham Parish Council

- 1. To declare any personal interests or disclosable pecuniary interests in items on the agenda.**
- 2. To consider approval of the minutes of the meeting held on 5 April 2023.**
- 3. 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.
- 4. Community Reports**
 - 4.1. South Hams District Council Councillor**
 - 4.2. Devon County Council Councillor**

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5. Financial Matters

5.1. Consider approval of Financial Reports.

5.2. Payments

To authorise the following payments:

- Metric, Annual Maintenance agreement, £1,085.47
- DALC, Being a Good Councillor #4, £18.00
- DALC Annual Membership Fee, £107.00
- SLCC, Annual Membership Fee pro-rata, £148.74
- SHDC, Extra emptying of litter bins 2022, £97.20
- Cllr Neale, Reimbursement festival flags, £62.97
- Cllr Neale, Reimbursement high vis vests £26.49
- Clerk, April Expenses Reimbursement, £65.57
- Dart Forest Treeworks, Annual risk assessment survey, £540

To consider Devon Communities Together membership, with an annual fee of £50.00.

To note payments made since the April meeting:

- Clerk, April Salary £1248.15
- HMRC, April, £212.46
- NEST Pensions, April, £98.56
- HMRC, VAT January to March 2023, £311.62

5.3. Litter Bins

To confirm DPC's request for an extra emptying of bins on The Ham (Wednesday) by SHDC from 12 July to the end of October with a cost of £3/bin for three bins, £9/week.

5.4. Receipts - To note:

- Precept £7,000.00
- Footpaths Grant from DCC, £200.00

6. SHDC Planning Decisions

To note the following decisions:

- 6.1. 0851/23/COM Land at SX 837 053 Capton Dartmouth TQ6 0JE. Notice of intention to install a telegraph pole at 10.5m high (9m above ground) for the provision of FTTP. Permitted development.
- 6.2. 0141/22/FUL Vipera Quay Dittisham TQ6 0HE. Repairs to jetty, including rebuilding of existing stone wall on northface and parts on east and west sides, removal and replacement of concrete base, removal of part concrete slab on north end to drainage channel to facilitate work and replace afterwards. Withdrawn
- 6.3. 0030/23/HHO The Cider Cottage Manor Street Dittisham TQ6 0EX. Householder application for new boat & garden store in existing garden. Conditional Approval.
- 6.4. 0376/23/HHO Watermans Cottage Manor Street Dittisham. Householder application for demolition of existing summerhouse & re- build in new style (resubmission of 2539/22/HHO). Conditional Approval.

7. New planning applications

- 7.1. 0668/23/HHO Kingston Cottage Dittisham TQ6 0JB. Householder application for single-storey rear extension; veranda linking extension & existing side porch; amendments to roofline & windows of existing front porch. To note that a decision was made not to call an Extraordinary Meeting to comment.
- 7.2. Application for full variation of a premises licence for The Old Sorting Office, Hauley Road, Dartmouth, TQ6 9AA known as Bar 1620.

8. Reports from Councillors' Working Groups & External Forums

8.1. Footpaths

Report from meeting with DCC recommended contractor on options to manage slippery path and Jubilee Steps.
Report on works required to public footpaths and bridleways.

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8.2. Maintenance

To note feedback on the work to the hedge on the left hand side of The Level Car Park entrance 'funnel'.
To consider approval of proposal to garden, rather than strim right hand side of LCP entrance 'funnel'.

8.3. Personnel Committee

To consider approval of proposal to defer non-essential tasks to enable completion of core administration tasks.

9. Installation of a Defibrillator on The Ham – To consider the proposal to purchase.

10. To consider the proposal for management of the willow on The Ham next to the playground.

11. To consider the proposal to move a bench on The Ham & a request for a memorial bench.

12. Temporary Compound in The Ham Car Park – To receive an update report.

13. Annual Tree Risk Assessment Survey

To note the Report and the action taken by the neighbouring owner of a dead tree which required felling.

14. To note or consider correspondence

- March 2023, The Pensions Regulator, Re-enrolment & re-declaration duties. Completed.

15. To note that the next meeting of Dittisham Parish Council is scheduled for 7 June 2023 at 7:00 pm.

PRESS AND MEMBERS OF THE PUBLIC ARE VERY WELCOME TO ATTEND

The meeting will be held in the Village Hall with **audio only Zoom conferencing**.
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**

Annette Thom, Parish Clerk