

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

**DRAFT Minutes of the monthly meeting of Dittisham Parish Council held in
Dittisham Village Hall on Wednesday 1st October 2025 at 7:00 p.m.**

Present: Parish Cllrs Bond (Chair), Golding, J Green, Hawkes, Neale, Pope & Unitt were present, as were D.Cllr McKay, C.Cllr Rake for part of the meeting, C Radford (Clerk). No members of the public were present.

Apologies: None

Absent: Cllr N Green

Public Forum No members of the public were present

1. **Apologies** As above.

1. **Declaration of Interests** Cllrs declared an interest in the following items: Cllr Neale in item 6.4 payment 2510_8. Cllr Hawkes in item 8.1. Cllr Golding in item 8.2. Cllrs Hawkes and Golding left the room whilst those items were considered.

2. **Approval of Minutes:**

It was **RESOLVED** to approve of the minutes of the monthly meeting held on 3 September 2025 as an accurate record.

3. **Community Reports** To receive reports from:

4.1 **South Hams District Council Councillor** (D.Cllr)

- **Local Government Reorganisation** It was reported that South Hams District Council (SHDC) and the other District and Borough Councils in Devon are employing consultants to put together the 4-5-1 proposal for Local Government Reorganisation (LGR) which sees the establishment of three unitary authorities in the County, despite Devon County Council (DCC) coming to the conclusion that this proposal is not viable. DCC is being asked to share its findings. Comments were made about the time and money being spent on LGR by all other officers. It was noted that SHDC is already losing officers seeking work elsewhere. Recruitment to vacating roles is unlikely and workload of officers leaving post will be shared amongst other officers, who already have a full caseload.
- **Community Transport** It was reported that a round table meeting had been held with community transport operators at Follaton House. A Community Transport report has recently been published.
- **Sustainable South Hams Energy Assembly** The D.Cllr encouraged cllrs to attend and to spread the word. It was reported that the Government have announced its ambitions but has not yet changed legislation around community energy.
- **UK Shared Prosperity Fund for Rural Areas** SHDC has now distributed approximately £250,000 of funding in grants of up to £10,000 to support a wide range of projects. The funding is now fully allocated.
- **Street Cleaning** The D.Cllr will follow up on his action to facilitate a meeting between the officer responsible for street cleaning and the Parish Council.

4.2 **Devon County Council Councillor** (C.Cllr) *Arrived at 20:17.*

- **New Strategic Plan** The Plan, which puts a big emphasis on Children's Services, is now in place and now published on the DCC website. It is noted that the County's Children's Services have been rated as inadequate for several years. Some improvement is in process.
- **Pothole Trial** A trial is being conducted in two areas, where teams will repair potholes within 500 meters even if they don't meet the threshold for them being considered a defect or not.
- **Care Quality Commission (CQC) Review** A baseline assessment of Adult Care Services is taking place countywide. Officers are confident that the outcome will be inline with the national average.
- **Local Government Reorganisation** DCC has gone public with news it will be submitting a 'One Devon' proposal. The C.Cllr will be looking at the proposal with interest. The main risks lie in the splitting up of the two big core areas: Children Services and Adult Social Care. DCC has also come to the view that the 4-5-1 proposal more popular with the District/Borough Councils would lead to a funding imbalance, leaving the group of 4 councils better off than the group of 5 councils, who would be worse off. DCC continues to meet with District/Borough and continuing to flesh out the 4-5-1 proposal so both proposals can be submitted to government by the deadline of end of November.

5. **Councillor Vacancy** It was reported that a notice calling for applications has been circulated and it is likely that there will be more applications than vacancies. **It was AGREED** that the next monthly meeting be convened early to enable interviews to take place.

6. **Financial Matters**

6.1 **Receipts and Payments between meetings** the following transactions were noted for information.

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- Income from Glanville Cleansing Invoice 20 Car Park hire for creation of storage and welfare enclosure from 2nd - 17th July 2025 at £350 plus £70 VAT = £420
- Income from South Hams District Council, second Precept payment = £9778 no VAT
- Payment 2509_17 and 2509_18 to Nest Pensions for July and August pension contributions = £74.44
- Payment 2509_19 to Lloyds bank for banking fees = £4.75 no VAT
- Payment 2509_20 to Lloyds bank for banking fees = £4.75 no VAT
- It was reported that the car park income from SHDC for 2024/5 Q1 and 2025/6 Q2 has not yet been received. The Clerk is chasing this.

6.2 **October Payments** for authorisation **It was RESOLVED** to make the following payments:

- Payment 2509_11 to SLarcombe as 30% of value of Jubilee Steps quotation = £1580.70 no VAT
- Payment 2510_1 to MHurrell for monthly car park checks and banking takings (Sept) = £150 no VAT
- Payment 2510_2 Back pay to previous Clerk *value detailed in payslip*.
- Payment 2510_3 to CRadford September Clerk Salary = £887.63 no VAT
- Payment 2510_4 to HMRC for Tax and NI = £356.90 no VAT
- Payment 2510_5 to Nest Pensions for pension contributions on Clerk's Sept Salary = £45.01 no VAT
- Payment 2510_6 Nest Pensions for pension contributions on previous employee's back pay *value detailed on payslip*
- Payment 2510_7 to CRadford for clerk expenses: Purchase of dog waste bin from Kingfisher at £150.60 and renewal of dittishamparishc.co.uk and dittishamparish.com for one year at £157.48 plus £31.50 VAT = £188.98
- Payment 2510_8 to RNeale for reimbursement: JottaCloud backup services monthly renewal September at 12EUR per month (£10.51). Lebara mobile phone monthly renewal September at £1 per month = £11.51 no VAT
- Payment 2510_9 To AThom for reimbursement of HP instant ink subscription June and July at £10.82 plus £2.16 VAT = £12.98
- Payment 2510_10 to Source for Business (SWW) for services at standpipe, the quay, Dittisham June – September 2025 = £51.83 no VAT
- Payment 2510_11 to Dart Forest Trees invoice C886 to undertake annual tree inspection, assess the risks of tree defects identified and provide a written report at £485 plus £97 VAT = £582.
- Payment 2510_12 to ARCCAS invoice 135 for grounds maintenance services carried out during September, as per ongoing contract agreement at £30 plus £6 VAT = £600
- Payment 2510_13 to ARCCAS invoice 136 for grounds maintenance services carried out during the month preceding the invoice date 01/08/25, as per ongoing contract agreement at £500 plus £100 VAT = £600

7 **South Hams District Council's Planning Decisions** To note the following:

- 7.1 [1915/25/HHO](#) Twenty Fathoms, Higher Street, Dittisham. Householder application for a rear two storey extension, front porch, internal modifications & landscaping APPROVED The Officer's report had noted the Parish Council's comments commenting that the soakaway has been designed and sited in a manner which accords with the recommendations from the surface water drainage assessment and as such is considered to accord with policies in the Local Plan.

8 **New Planning Applications** to consider a recommendation to the planning authority on the following applications:

- 8.1 [2643/25/TCA](#) 2 Watermans Cottage, Manor Street Dittisham. T1: Elm – remove, Dutch Elm Disease. Cllr Hawkes left the meeting. **It was RESOLVED** to MAKE NO COMMENT. Cllr Hawkes returned to the meeting.
- 8.2 [2618/25/LBC](#) Bozomzeal Manor, Bozomzeal, Dittisham. Listed Building Consent for additional insulation/plasterboard over existing plasterboard ceiling finish. Cllr Golding left the meeting. **It was RESOLVED** to SUPPORT the application. Cllr Golding returned to the meeting.
- 8.3 [2651/25/LBC](#) Meadow View, The Level, Dittisham. Listed Building Consent for installation of conservation rooflights, replacement front door & porch window & refurbishment of external store. **It was RESOLVED** to SUPPORT the application.
- 8.4 [2659/25/HHO](#) Meadow View, The Level, Dittisham. Householder application for replacement garden summer house & supporting decking alongside replacement of secondary decking area (part retrospective) **It was RESOLVED** to SUPPORT with the following comment: Access concerns for the contractors doing the works.
- 8.5 [2821/25/TCA](#) Dartway The Level Dittisham T1: Cherry - crown height reduction by up to 3.0m, lateral reduction around canopy by approximately 1–2m, to create a balanced and natural form. **It was RESOLVED** to SUPPORT the application.

9 **Reports from Councillors' Working Groups and External Forums**

- 9.1 [Emergency Plan](#) It was reported that 11 members of the public and 1 councillor attended the course. Feedback has been positive; that the trainers delivering the course were good, that those who attended had a much better understanding of how to use defibrillators. It was suggested to budget for more first aid courses to be held in the upcoming year. It was noted that the Council had learned about the lead in time for management of bookings to improve systems in future.

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- 9.2 Maintenance: Jubilee Steps It was reported that South West Water (SWW) has given approval to proceed at no extra cost, with the caveat that the Parish Council should take care around the sewer. Following an onsite meeting of the working group it is recommended to alter the design of the handrail to curve around the pillar at the top of the steps, rather than drill into it, and to consider modifications to avoid the risk of damage to the sewer. **It was RESOLVED** to sign the contract with the contractor. **It was RESOLVED** to pay the contractor 30% of the value of the quotation on signing the contract. **It was RESOLVED** to delegate the negotiation of additional cost for a site meeting and modifications to the design to the maintenance committee.
- 9.3 Maintenance: Manor Street Project It was reported that the dog waste bin has been ordered but has not arrived. **ACTION: the Clerk** to chase this.
- 10 Clerk's Report** to receive an update from the Clerk on any matters arising within the month
- Pensions It was reported that action was required to make pension contributions for August and September as these were considered overdue. The Clerk has submitted this and is in liaison with Nest Pensions to comply with requirements.
 - Address update The address for the Parish Council has been update on all bank accounts, and updates made with suppliers as bills come in.
 - Shower at the Ham A reply has been received from SHDC confirming that the shower at the Ham was removed as part of the public toilet review in 2018 at which the Council was responding to significant budget challenges and reducing services that it did not have a duty to provide. Shower facilities provide an additional cost in terms of water use, cleaning, repairs and maintenance and the required legionella testing. Following the decision to no longer provide a shower, it was subsequently removed to remove any risk of legionella. The budget position at SHDC remains unchanged and the District Council would not be able to financially support the reinstatement of the shower facility. **ACTION: The Clerk** will relay this information to the member of the public who initially raised the query with the Parish Council.
- 11 Neighbourhood Plan**
- It was reported that three meetings have now taken place. The decision made at that the most recent meeting was that the those in attendance would like to go ahead and draft a Neighbourhood Plan. The grants that were recently available for Neighbourhood Planning have now gone. It has been proposed to scope the scale of the plan, and consider the resources available in the community to support the process, and consider potential source of funds. In order to move the process forwards, an application for a designated area needs to be submitted along with a terms of reference for a steering group. Questions were asked about timeline and deadline.
- 11.1 Submission of an application for a designated area **It was RESOLVED** to submit an application, with the following amendments to the form:
- Use 'Dittisham Parish Council incorporating the hamlet of Capton and the manors of Bozomzeal and Coombe'
 - Use a Dittisham Parish Council email address as the contact address.
- 11.2 Terms of Reference for a Neighbourhood Planning Steering Group **It was RESOLVED** to approve the Terms of Reference with the amendment to use: 'Dittisham Parish Council incorporating the hamlet of Capton and the manors of Bozomzeal and Coombe'
- ACTION: The Clerk** to make the amendments and submit the papers to SHDC Neighbourhood Planning team.
- 12 Tree Condition Report** Cllrs had received the full tree condition report ahead of the meeting, following the site inspection of trees at the Ham, The Level car park and Capton Triangle by the qualified arboriculturalist on 8th September 2025. The report recommends the following works:
- The Ham: Tree #8 Ash – *Fraxinus excelsior* Observations: Significant ADB in crown and tree is now dead. Recommendation: Reduce to deadwood monolith at approx. 3 m. Work priority: Medium - Works recommended within 6 months
 - The Ham: Tree #19 White Willow – *Salix alba* Observations: Recently pollarded at approx. 4 metres due to decayed main trunk and internal hollowing most likely caused from Phellinus spp. Decay fungi. Excellent re-growth. Recommendation: Re-pollard cutting back to previous growth points in winter 2027. Work priority: Low – Works recommended to be carried out winter 2027
 - The Level Car Park: Tree #0025 Rauli – *Nothofagus procera* Observations: Growing at entrance on southern side of car park. Crown has been reduced 2022. Large limb removal/ failure on western side of crown at approximately 12 metres. Crown has responded to recent pruning and is re-burgeoning. Recommendation: Try to relocate salt bin. Work priority: Low – Works recommended to be carried out whenever budgets allow.
- It was RESOLVED** to remove the salt bin, delegating the arrangement of this to the Maintenance Working Group.
It was RESOLVED to obtain quotes to undertake the recommended works to the ash tree #8 and bring those quotes to the next meeting.
- It was noted that a Member of the Public (MoP) had written to the Parish Council to highlight concerns regarding the impact of any failure of the two larger trees in the Level Car Park, particularly the tree on the right hand side of the entrance, in

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relation to their property and risk of personal injury. The MoP requests that significant height and weight is removed from the tree, such that these risks are removed. The Parish Council is asked to confirm insurance arrangements. It was noted that the recent tree survey had not identified any risks of failure or recommend any works are required.

It was RESOLVED to make enquiries with the Parish Council's insurer.

It was RESOLVED to respond to the correspondent to comment that the Parish Council is investigating questions asked about insurance and will reply in due course. A link to the minutes will be provided, showing the outcome of the tree inspection and the extent of the works recommended.

- 13 **The Level Phone Box** *Update on ideas for ongoing use.* **ACTION: Cllr Bond** will make consultation posters and circulate.
- 14 **Potential new car park** *To receive an update on discussions between the landowner, the Village Hall and Parish Council.* Representatives of the Parish Council and of the Village Hall Committee have had informal conversations and discussions are ongoing.
- 15 **Clerk's Employment** Cllrs had received minutes from the meeting held between the Clerk, the Chair of the Personnel Committee and the Chair of the Parish Council. **It was RESOLVED** that the Clerk's probation period come to a close. A letter will be sent to the Clerk to formally acknowledge this.
- 16 **IT policy** Cllrs considered the draft IT policy as prepared by the Clerk. Some minor amendments were made, following which **it was RESOLVED** to adopt the policy.
- 17 **Correspondence and Contacts** to note or consider.
- 09/09/25 Training and upskilling opportunities Cllrs were informed this news bulletin highlighted training available through Devon Community Learning. Courses include: An introduction to Neighbourhood Development Plans; Asset-Based Community Development; Introduction to Rural Housing; Writing Effective Funding Applications; Theory of Change & Measuring Tools; and, Social Enterprises.
 - 09/09/25 Take action for your community this autumn! Cllrs were reminded of the South Hams Energy Assembly taking place 9:30 – 15:30 on Saturday October 18 at Kingsbridge Community College. The term 'Energy' refers to renewable electricity and renewable heat, plus insulation and other methods to reduce waste. The event is intended to equip and empower local networkers and stakeholders so that they in turn can pass on information, solution, signpost, have answers to common myths and misconceptions. It covers domestic, business/commercial, farming, and community energy topics [booking here](#). How to set up a Food Compost Creation Station is available 10:00 – 13:00 Saturday November 15 at Old School Farm, Dartington Estate, [booking here](#).
 - 09/09/25 Book your FREE place at our Autumn Forum Cllrs were informed of the autumn meeting of Devon Communities Resilience Forum taking place October 8 at the Beehive Centre, Honiton. Representatives from the National Grid, Digital Voice, Devon and Somerset Fire and Rescue, Devon Emergency Planning Partnership, East Devon District Council and the Environment Agency will be on hand to guide and advise delegates.
 - 10/09/25 #39 2025 DALC E-bulletin This bulletin encourages all cllrs of both large and smaller councils to watch a recording and review slides from the recent 'Connect' event focusing on Local Government Reorganisation. Log in credentials to access the DALC website are required, but can be arranged, contact the Clerk for information.
 - 15/09/25 OPCC's CCTV funding scheme 2025 Cllrs were informed that The Office of the Police and Crime Commissioner is seeking Expressions of Interest from local parish town councils and voluntary sector organisations across Devon, Cornwall and the Isles of Scilly who are seeking financial support to install or upgrade CCTV systems. Total funding available is £125,000, a maximum amount of £10,000 can be requested per town or parish council, to pay for CCTV equipment and infrastructure only (not staff or buildings). Applications close October 24.
 - 22/09/25 3rd Dittisham Music Festival 2025 Cllrs were informed that the 3rd Dittisham Music Festival raised over £7500, which has been distributed as follows: £696 to Dittisham Village Hall, £936 to St. George's Church, £936 to Lyric Chamber Ensemble, £1707 to Rowcroft Hospice and £3438 to Landworks. Festival helpers have been thanked for their valuable contributions to organising, participation and help at the festival.
- To consider**
- 15/09/25 Emergency Plan Cllrs were informed that a project manager at Devon Communities Together has written to ask about progress in relation to the Dittisham Emergency Plan, asking if DCT can do anything to support progress and to encourage a representative of the Parish Council to join the Devon Communities Resilience Forum on Thursday October 8 (above). **ACTION: Cllr Unitt** will continue corresponding with the project manager.
 - 10/09/25 DAA Dittisham CLS - annual re survey - Thursday 18th September 2025 Cllrs were informed that Devon Air Ambulance Trust were due to visit the community landing site in Dittisham at 10am on September 18. The re-survey is undertaken each year to ensure the continuing safety of DAAT helicopters, crew and patients and that nothing has substantially changed as far as any potential obstacles or height of trees, access etc. A follow up email

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was received informing the council that a different brand of lighting units have been installed on other Landing Sites at a considerably cheaper cost of £82.50 + VAT with a 5 year guarantee, and to get in touch with DAAT this is of interest to the Parish Council. **It was RESOLVED** to progress this. Authorisation was given to purchase lighting.

- 18/09/25 Defibrillator Status Update Cllrs were informed of notice from WebNos that the defibrillators at both the Red Lion Inn and the Dittisham Toilet Block on The Ham require a site check, as neither were checked during August. **ACTION: Cllr Bond** to update the website.
 - 22/09/2025 We help families in fuel poverty The Parish Council has received information from Better Housing Better Health (BHBH), a not-for-profit service run by the National Energy Foundation, working to help residents living in or at risk of living in fuel poverty to access advice and support. Some additional support can be made to residents via a third party organisation, like the Parish Council. A meeting is offered with a partnership manager if this is something the Parish Council is interested in supporting.
- 18 Next Meeting:** The next meeting of the Parish Council will be held on Wednesday November 5 2025 at 7:00 pm. Interviews to fill the vacancy on the parish council will take place immediately before the monthly meeting.

Meeting closed.