

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 5 November 2025 at 7:00pm**

Present: Parish Cllrs Bond (Chair), J Green, Hawkes, Neale, Pope & Unitt were present, as was C.Cllr Rake for part of the meeting, C Radford (Clerk). 3 members of the public were present.

Apologies: Cllrs N Green, Golding.

Public Forum No matters were raised by members of the public.

1. **Apologies** Were received as above.
2. **Declaration of Interests** Cllrs declared an interest in the following items: Cllr Bond on item 17.3 payment 2511_4. Cllr Neale on item 17.3 payment 2511_9.
3. **Approval of Minutes:**
It was **RESOLVED** to approve the minutes of the monthly meeting held on 1 October 2025 with minor amendments.
4. **Community Reports** To receive reports from:
 - 4.1. South Hams District Council Councillor (D.Cllr) The D.Cllr was not in attendance to provide an update.
 - 4.2. Devon County Council Councillor (C.Cllr) The following update was given.
 - Devon County Council (DCC) is encouraging people to come forward as foster parents.
 - The Devon Local Nature Recovery Strategy has been published and open for consultation.
 - The C.Cllr has visited Hope Wood in South Brent; a piece of land that SHDC acquired with financial support from DEFRA that provides an amenity space for the community. South Hams District Council (SHDC) will receive biodiversity net gain credits. South Hams will gain money from biodiversity net gain credits, as part of the Plymouth and South Devon Community Forest partnership.
 - Devon County Highways (Highways) has now moved to their winter regime, where their priorities shift to snow, ice, leaves and water over the fixing of potholes.
 - Local Government Reorganisation (LGR) proposals will be submitted to Whitehall shortly, following which there will be a period of respite whilst Government considers them. It was confirmed that several proposals are being put forward in Devon. This includes the 'New Devon' proposal put forward by Devon County Council, the 4-5-1 proposal which is the preferred option of the District and Borough councils. Plymouth, Exeter and Torbay propose that they each become Unitary Authorities. Plymouth and Exeter propose extending their boundaries and that the remainder become a single unitary. The C.Cllr was asked his opinion on whether reducing barriers to house building in rural areas is a motivating factor for LGR. The C.Cllr commented that there are a number of uncommenced permissions in the region due to conditions of building. It was commented that the Devolution is the bigger strategic direction of travel – where there is the potential that a regional mayor could get money from Whitehall to support the costs of a new town, for example.
5. **Councillor Vacancy** *Consider process of co-option having received three applications.* It was agreed to hold a separate meeting with candidates ahead of the next meeting of the Parish Council. It was agreed to hold less formal 'co-option hustings' that would be more conversational than a structured interview. The Clerk will invite applicants a meeting on Monday 17th November.
6. **South Hams District Council's Planning Decisions** The following decisions were noted:
 - 6.1. 2507/25/LBC Limekiln Dittisham Listed Building Consent for sympathetic replacement of failed oak lintel & consolidation of loose stonework APPROVED
 - 6.2. 2643/25/TCA 2 Watermans Cottage, Manor Street Dittisham. T1: Elm – remove, Dutch Elm Disease. APPROVED
 - 6.3. 2618/25/LBC Bozomzeal Manor, Bozomzeal, Dittisham. Listed Building Consent for additional insulation/plasterboard over existing plasterboard ceiling finish. APPROVED
 - 6.4. 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. APPROVED
7. **New Planning Applications** the Parish Council considered the following applications:
 - 7.1. 2791/25/HHO Riverside House Riverside Road Dittisham Householder application for extension & renovations **It was RESOLVED** to SUPPORT the application.

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7.2. [2596/25/HHO](#) Quicks Cottage Lower Street Dittisham Householder application for construction of timber summer house in garden **It was RESOLVED** to SUPPORT the application.

8. Reports from Councillors' Working Groups and External Forums

8.1. Maintenance: Jubilee Steps *To receive an update on project progress, redesign and associated costs.* It was reported that works are due to start this week. Following a site meeting with the contractor the position of the uprights have been marked out. Alterations will cost an additional £200. Members of the Working Group are aware that the steps can be slippery and are looking at how this can be resolved.

8.2. Maintenance: Manor Street Project *To receive an update on arrangements for installation of the dog waste bin.* It was reported that the maintenance working group will be fixing the new dog waste bin to replace the temporary bin.

8.3. Maintenance: Working Group

8.3.1. Update from the Maintenance Working Group Meeting held on 21/10/25 Minutes from the Maintenance Working Group had been circulated with meeting papers. Minutes showed that the Working Group had reviewed at the regular jobs list, noting where maintenance items have been completed, are ongoing or to be undertaken.

8.3.2. Maintenance Working Group recommendations Full council considered recommendations as follows:

- Arccas contract: **It was RESOLVED** to follow the recommendation of the Working Group and extend the groundworks contract with ARCCAS for a further 2 years. **It was RESOLVED** to look at the contract and what is included at the next meeting.
- Ham Triangle/Riverside Road Boundary **It was RESOLVED** to follow the recommendation of the Working group and add lengths of silver birch trunks alongside the stones.
- Ham Lane/Riverside House Hedge Cutting: It was recommended that the Parish Council obtain quotes for the recommend that the Parish Council obtain quotes for the whole job, with the proposal that the Parish Council pay two-thirds of the cost, on the basis that in the past DPC has paid for the Ham Lane side and the top of the hedge to be cut. Three quotes had been obtained and presented to the Parish Council for consideration. After discussion **it was RESOLVED** that the Parish Council's support the quote from Teign Trees at a cost of £590 plus VAT to cut the hedge and to request that the contractor split the invoice. It was delegated to Cllr Neale to relay this decision to the owner of Riverside House and the contractor.

8.4. Finance: Quarterly meeting

8.4.1. Update from the Quarter 2 meeting held on 28/10/25 Minutes of the meeting had been circulated with papers. It was noted that the car park income had now been received for Quarter 1 and Quarter 4. The Working Group noted that actual car park income to date is not in line with predicted income. This is not currently a concern but the working group is keeping a close eye on this.

8.4.2. Finance Working Group recommendations Full council considered recommendations:

- **It was RESOLVED** the Clerk paid an overtime of 9 hours overtime for quarter 2.
- **It was RESOLVED** the meeting costs incurred in hiring the Village Hall for meetings relating to the Neighbourhood Plan in the current financial year should be covered by the Parish Council's budget.

8.5. Neighbourhood Plan *To receive an update.* Minutes of the last meeting had been circulated with papers. It was noted that the Steering Group is now up and running. First action is to survey all members of the Parish to ask people what they most valued about being in the Parish. This will be conducted over Christmas/January and the Steering Group will meet again in February to take this forward. It was noted that the Parish Council's submission of Designation of Plan Area could not be processed without inclusion of a map of the Parish boundary. **ACTION: Cllr Unitt and Bond** to support the production of a PDF map of the Parish Boundary through Parish Online.

8.6. West Dart Bus *To receive an update and consider bus parking options.* It was reported that the school bus contract is up and running. A second bus may be purchased soon. There was a discussion in which options for parking the second bus at a site in Dittisham were considered. This would increase visibility of the West Dart Bus in Dittisham and opportunities might arise to take trips. **It was RESOLVED** to support a parking space for the West Dart Bus in either the Level Car Park or on Riverside Road, and to delegate investigation of the two proposed options to Cllr Hawkes for him to make the necessary arrangements.

9. **Clerk's Report** *to receive an update from the Clerk on any matters arising within the month.* It was reported that the Clerk has updated contact details with the Information Commissioner's Office and providing her details as the Data Protection Officer.

10. Trees

10.1. Tree Survey Recommendation: Ham Tree Works Consider quotations received to appoint a contractor. Three quotations were sought to undertake works to reduce tree 8, an ash tree on the Ham to approximately 3 metres in height, retaining the trunk as a valuable deadwood habitat for invertebrates and other wildlife. Four quotes were obtained from ARB

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Approved Contractors. Two quotes were preferred but there was variation between contractor A and C on treatment of arisings. **It was RESOLVED** to request that contractor C requote to provide a like for like comparison. It was delegated to the Clerk to accept the cheaper of the two quotes once the requote had been received.

- 10.2. Tree Survey Recommendation: Re-siting Grit Bin at the Level Car Park** It was reported that Devon County Highways had been informed of tree survey recommendation to move the bin. Highways responded with no objections, commenting that the Parish Council would likely be able to progress the project more swiftly than Highways could deal with it. It was agreed that the Parish Council would move the grit bin. **ACTION: The Maintenance Working Group** would discuss possible locations at their next meeting on November 17.
- 10.3. Response to a member of the public's concern about impact of failure of trees at the Level Car Park** The Clerk provided a verbal update to the Parish Council, following communication with the Parish Council's insurer, with the arboriculturist that produced the annual tree survey, and further correspondence from the member of the public concerned about the trees at the Level. **It was RESOLVED** to defer the matter to the next meeting, to enable all Parish Councillors to review all the material to respond comprehensively.
- 11. The Level Phone Box** *Consider response to ideas for ongoing use.* The suggestions considered to date had been circulated with papers. It was agreed to leave notices on site to encourage further responses and to retain the item on the agenda as a rolling item.
- 12. Red Lion Inn**
- 12.1. Insurance** *To receive submission of the Inn's current insurance policy for the building, as per the terms of the lease. Consider confirming approval.* Cllrs noted receipt with thanks.
- 12.2. Ground Rent** *To confirm receipt of peppercorn ground rent on 25/03/25 and confirm next due date as 25/03/26.* **ACTION: The Clerk** to investigate and ask the previous Clerk if there is a formal record.
- 12.3. Planning for building works** *To receive information on the intention to submit an application for minor buildings works, ahead Parish Council, as landlord, receiving full plans.* The Parish Council look forward to receiving the plans.
- 13. Free Parish Boat Park** *To consider potential options to improve management of the area at the end of Dittisham Sailing Club Boat Park.* During discussion it was agreed that the ownership of the land would need to be established before progressing any project. **It was RESOLVED** that Cllr Unnit would undertake further investigation, consulting with interested parties on possible options. It was noted that on publication of the agenda the Clerk had received correspondence from two members of the public to comment on this item, which would be forwarded to Cllr Unnit.
- 14. Speeding cars in village** *Consider possibility of radar speed sign in response to road speeds down the hill and past the bus stop.* After discussion of options **it was RESOLVED** to ask Highways to refresh the 20mph sign sited above the Village Hall . It was agreed to investigate 20's Plenty signs and to consider budgeting for radar speed signs in the 2026/27 budget.
- 15. Potential new car park** *To receive an update on discussions between the landowner, the Village Hall and Parish Council.* It was reported that a group of people interested in investigating options had met at which discussed on land ownership, feasibility, responsibility and risk had been discussed. It is expected a paper will be produced that will outline the various options discussed. Conversations are ongoing.
- 16. Correspondence and Contacts** to note or consider.

To note:

- **Temporary Traffic Order - Lee Lane to Capton Cross, Dittisham (TTRO2565893)** Cllrs were informed of a road closure in place between 8am – 6pm 18th – 23rd December 2025 to enable Airband's cabling, splicing and installation of new poles. Lee Lane To Capton Cross, Capton, carriageway & verge are affected. An alternative, signed route will be in place via Hemborough Post Cross.
- **Save the date - Annual General Meeting** Cllrs are informed of the invitation to join the Devon Communities Together AGM between 1-4pm on 26/05/25. The AGM is preceded with a Rural Transport Poverty expert panel and Q&A.
- **Joint Local Plan - have you got land available?** Cllrs were informed that the District Council is undertaking a call for sites as part of the preparation of a new South Hams and West Devon Joint Local Plan. The call is for sites suitable for future housing and/or economic development and Gypsy and Traveller sites. Sites must generally be at least 0.25 hectares or capable of supporting 5+ dwellings or 100+ sqm of employment floorspace. The deadline for submissions is 05/12/25.
- **Devon and Somerset Fire and Rescue Service- Community Conversations event** Cllrs were informed that the next Community Conversations event Our next Community Conversations event will be on 7 November 2025 at 12:00pm and the topic will be focused on winter safety.

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- IMPORTANT: Scribe - Price Increase for Dittisham Parish Council Cllrs were informed that annual subscription costs will rise by £8.20 per month to £372. Scribe calculates costs charged to Parish Councils based on its precept demand. Costs are adjusted according to a three-year review cycle. The change will apply from the next renewal after 1st April 2026. Councils are informed now to enable budget planning.
- Devon councils announce proposal for new local government structure for the county The Parish Council was informed by news release of the District Council's proposal in response to Local Government Reorganisation. The release outlines the 4-5-1 model, that includes: A unitary authority for West Devon, Teignbridge, South Hams and Torbay; A unitary authority for North Devon, Torrington, Mid Devon, East Devon and Exeter; Plymouth remaining a standalone unitary authority.
- Remembrance Sunday service at St George's Church Cllrs were informed that the service will take place at 10:55 on Sunday November 9. It has been confirmed that the Chairman of the Parish Council will be in attendance, as is customary. A wreath has been purchased.
- #46 2025 DALC E-bulletin Cllrs were informed that this ebulletin includes an invitation to one of DALC's regular free 'Connect' events for DALC members. The next event on 5/11 on Zoom: 'Connect Event: The Changing Roles of Town and Parish Councils Through LGR - Devolution and Partnership Working'. Slides and a recording of the session will also be available via DALC's website after the event.
- Libraries Unlimited - Annual Report 2024-25 The Parish Council has received a link to [Annual Report 2024-25 - Libraries Unlimited](#) also providing a link to how the charity can be supported: [Support Us - Libraries Unlimited](#).
- Invitation Devon Local Government Reorganisation – Stakeholder Briefing & Feedback Session Cllrs were invited to a dedicated session for town & parish councils as part of Devon's Local Government Reorganisation (LGR) process. The session will provide information of the actions taken to date and present the preferred 4-5-1 model, offer a Q&A session and gather feedback on proposals. The session will take place at 6pm on 5/11
- Advance notice - South Hams Community Awards 2026 The Parish Council has been asked to consider potential nominations for the award. The Chairman of the District Council and a panel of judges are looking for nominations for people who make a difference in the community, in the following categories: Young Persons Award (for under 18s); Community Champion Award (for over 18s); Community Organisation Award; Climate and Biodiversity Champion Award (individual or group). A link to the online nomination form when nominations open and all nominations will need to be submitted by end of January 2026.
- #47 2025 DALC E-bulletin Cllrs are informed that this ebulletin encourages responses to the draft Devon Local Nature Recovery Strategy (LNRS) that sets out a shared vision for restoring Devon's wildlife and natural habitats. The Strategy identifies where and how we can work together to protect and enhance nature, from river catchments and woodlands to coastlines and urban green spaces. Public consultation runs until 05/11/25. www.naturerecoverydevon.org.uk The bulletin advertises the next Connect Event at 1pm on 11/11/25 called 'All Things Traffic' that provides an opportunity to understand the policy and processes which shape how we manage traffic on our highways and the associated infrastructure such as white lines and signs.

To consider

- Oops! Your profile on aDoddle.org is now Turquoise - Action Needed The Parish Council has received notification that the Dittisham Parish Habitat Plan has not been reviewed or updated for 6 months on the aDoddle website, and has therefore been colour coded as potentially out of date. **ACTION: The Clerk** to update the password and forward to Cllr Neale.
- Devon and Somerset Fire and Rescue Service Precept Survey Local residents and businesses are asked to respond to a five-minute form asks how people feel about the service they receive, and will influence the amount the Service receives from council tax in 2026/27. The Parish Council is asked to help by sharing this information with communities through a poster provided, sharing @dsfireupdates social media posts and completing the [survey](#) before 3 December. Correspondence was noted.
- Skip on the Ham Car Park The Parish Council was asked to consider a request to put a skip in a space on The Ham car park for one day only to facilitate moving building waste from Binham Cottage. This is in response to the understanding that vehicular access across the Ham is generally not possible. Use of the car parking space by the skip will be paid for on receipt of an invoice. The Member of Public applying carries out joinery and building work in Dittisham and has Public Liability Insurance in place. **It was RESOLVED** that siting the skip would be permitted. It was agreed that the applicant be charged prorata for the number of days that the skip is on site and invoiced accordingly.

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17. Financial Matters

17.1. 2026/27 Budget for councillors to discuss projects that would require additional/increase in funding within the next financial year. Cllrs agreed to investigate costs for the purchase of a radar speed sign, expecting this to cost approximately £6000, to consider allocation of £3500 towards the cost of producing a Neighbourhood Plan and consider creation of a budget line in preparation of any costs associated to the impact of Local Government Reorganisation. It was proposed that the Parish Council establish an earmarked reserve of approximately £5000 to cover any legal costs. It was noted that the Parish Council may wish to increase amount of general reserves in preparation. .

17.2. Receipts and Payments between meetings The following receipts and payments were noted:

- Income from South Hams District Council Invoices 18 and 21 Mobile app car park income 2024/25 Quarter 4 and 2025/26 Quarter 1 at £15745.43 plus £3149.07 VAT = £18,894.50
- Payment 2510_15 to Lloyds bank for banking fees = £4.75 no VAT
- Payment 2510_14 to SLarcombe Inv 518 for Site visit on 6/10/25. Marking out posts and looking at modifications at the top of the steps to the handrail. (Jubilee Steps) = £70 no VAT

17.3. November Payments It was **RESOLVED to make the following payments:**

- Payment 2511_1 to Dittisham Village Hall Management Committee Inv 25/31 Room hire in 2025/26 Q1 and Q2 at £240 plus £48 VAT = £288
- Payment 2511_2 to Starboard Systems Limited INV-13146 Scribe Accounts renewal (2026) at £273.6 plus £54.72 VAT = £328.32
- Payment 2511_3 to CRadford October Clerk Salary = £877.41 no VAT
- Payment 2511_4 Level Car Park Loan Repayment = £5000 no VAT
- Payment 2511_5 to RBond for reimbursement: Rememberence Wreath (Amazon) at £16.66 plus £3.33 VAT = £19.99
- Payment 2511_6 to HMRC for Tax and NI = £286.16 no VAT
- Payment 2511_7 to MHurrell for monthly car park checks and banking takings (Sept) = £150 no VAT
- Payment 2511_8 Pension contributions on Clerk's Oct Salary = £39.61 no VAT
- Payment 2511_9 to RNeale for reimbursement: JottaCloud backup services Monthly renewal Oct at 12EUR per month (£10.49). Lebara mobile phone monthly renewal Oct at £4.90 per month at £14.57 plus £0.82 VAT = £15.39
- Payment 2511_11 to ARCCAS for expected invoice for grounds maintenance services carried out during October as per ongoing contract agreement at £500 plus £100 VAT = £600
- It was agreed to query invoice Inv 165 for grounds maintenance services carried out during October (Steps) before payment. It was commented that works to clear the steps seemed to appear in the main contract from October – December and to therefore contact the contractor for clarification of the arrangement.

18. Next Meeting: It was confirmed the next meeting of the Parish Council will be held on Wednesday December 3 2025 at 7:00 pm. It was noted that the Dittisham Village Hall would not be available and therefore to make enquiries to book the Cornworthy Village Hall.