

**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  
Cornworthy Village Hall on Wednesday 3 December 2025 at 7:00pm**

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

**Apologies:** Cllrs Neale, Golding.

**Public Forum** No members of the public were present.

1. **Apologies** Were received as above.

2. **Declaration of Interests** No interests were declared on items on the agenda. It was noted that the Parish Council is the applicant on application 3366/25/TCA for discussion under item 9.2.

3. **Approval of Minutes:**

It was **RESOLVED** to approve of the minutes of the monthly meeting held on November 5 2025 without amendments.

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

4.1. South Hams District Council Councillor

- Local Government Reorganisation proposals have been submitted, and Officers can return to 'business as usual'.
- It was reported that the police have provided an email address to use should the Parish Council have any queries about the recent fire on land in the Parish.
- It was noted that the National Emergency Briefing on Climate and Nature took place in London on 27<sup>th</sup> November, and the D.Cllr reviewing the material available online.
- Community Transport meetings are ongoing between officers, members and the local MP, with a focus on solving community transport issues in the South Hams.
- The District Council' Markets Food and agriculture officer is working with markets in Ivybridge, Salcombe and Kingsbridge to help them become more vibrant in order to support the local green economy.
- Work on Street Cleaning is ongoing, working on publishing schedules for street cleaning to make the process more transparent. An email address for the Street Cleaning team has been provided that the Clerk will forward to the Maintenance Working Group.

4.2. Devon County Council Councillor No report

5. **Councillor Vacancy** It was confirmed that a meeting with candidates will take place on December 15, leading to cooption.

6. **Financial Matters**

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

- Income from Devon County Council invoice 23 for P3 Grant = £180 no VAT
- Income in Q2 (July – Sept) Machine Receipts from The Ham Car Park = £2372.85 including VAT
- Income in Q2 (July – Sept) Machine Receipts from The Level Car Park = £1319.95 including VAT
- Income in Q2 (July – Sept) from bank interest (Natwest) = 326.41 no VAT
- Income in Q2 (July – Sept) from bank interest (Lloyds) = £20.71 no VAT
- Payment 2511\_11 to Lloyds Bank for bank fees = £4.25 no VAT
- Payment 2511\_12 to HMRC for VAT return Q2 = £26.61

6.2. December Payments It was **RESOLVED** to make the following payments:

- Payment 2511\_10 to ARCCAS Inv 165 Grounds maintenance services carried out during October (Steps) at £30 plus £6 VAT = £36
- Payment 2512\_1a to Slarcombe Inv520a Handrails for Jubilee Steps 27.1 metres and 15 upright supports. Design as to supplied schematic. Minus deposit. = £ 3888.30 no VAT
- Payment 2512\_1b to Slarcombe Inv521 Jubilee Steps Extra Labour = £111.7 no VAT
- Payment 2512\_2 to CRadford November Clerk Salary = £986.79 no VAT
- Payment 2512\_3 to HMRC for Tax and NI = £286.16 no VAT
- Payment 2512\_4 Pension contributions on Clerk's Nov Salary = £50.85 no VAT
- Payment 2512\_5 to MHurrell for monthly car park checks and banking takings (Oct) = £150 no VAT

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- Payment 2512\_6 to RNeale for reimbursement: JottaCloud backup services Monthly renewal Nov at 12EUR per month (£10.53). Lebara mobile phone monthly renewal Nov at £4.90 per month. Total 14.61 plus 82p VAT = £15.43
  - Payment 2512\_7 to South Hams District Council Invoice 22378713 for Cashless Processing fees for 1st July 2025 to 30th September 2025 for The Level and The Hams Cashless Income at £777.21 plus £155.44 VAT = £932.65
  - Payment 2512\_8 to ARCCAS Inv 190 Grounds maintenance services carried out during November (Steps) at £30 plus £6 VAT = £36
  - Payment 2512\_9 to Cornworthy Village Hall Meeting room booking at £14 per hour plus 3 x £5 electricity cards (Estimate) = £39 ESTIMATE
  - Payment 2512\_10 Expected invoice from Teign Trees based accepted quotation RHS Boundary Hedge: Trim top and both sides hard back to previous pruning at £590 plus £118 VAT = £708 It was noted that it was incorrectly understood that the adjacent property owner had paid a portion of the costs of this work in the past, however the Parish Council should pay the full cost. **It was RESOLVED** that the Parish Council would pay the full invoice.
  - Payment 2512\_11 to South Hams District Council Inv22380510 For emptying of 3 litter bins on the Ham once a week (17 collections) 09/07/25-29/10/25 at £255 plus £51VAT = £306
  - Payment 2512\_13 to Society of Local Council Clerks for 50% of Annual Membership Fee = £120
- 6.3. 2025/26 Budget Forecast for councillors to receive 2025/26 budget forecast report and make any comment to the Finance Working Group ahead of their meeting to set a draft 2026/27 budget. Cllrs received a 2025/26 budget forecast report as prepared by the Clerk. It was noted that car park income was less than anticipated. No further comments were raised.
- 6.4. Dittisham Sailing Club – Ham parking permits Confirmation of 2026/27 permit price **It was RESOLVED** to increase the cost of permits by the September Consumer Price Index (CPI) rate of 3.8%. which would increase the cost of permits from £36.10 to £37.48. The Sailing Club has indicated that they will round this up to charge members £37.50.
7. **Grant application from Dittisham Village Hall** for consideration The application for a grant of £4000 in the 2026/27 financial year was discussed. **It was RESOLVED** that the Finance Working Group review the Parish Council's finances, look closely at the application and make a recommendation to the Parish Council on making a grant offer, and on what conditions.
8. **South Hams District Council's Planning Decisions** To note the following:
- 8.1. 2791/25/HHO Riverside House Riverside Road Dittisham Householder application for extension & renovations AP-PROVED
9. **New Planning Applications** to consider a recommendation to the planning authority on the following applications:
- 9.1. 3172/25/LBC Downton Barton Dittisham Listed building consent for repairs & alterations to include replacement of windows rooflights, re-rendering in lime, re-laying slate floors, re-building chimney, damp treatment, bathroom reconfiguration, roof & leadwork repairs **It was RESOLVED** to SUPPORT the application.
- 9.2. 3366/25/TCA Dittisham T08: Ash – Reduce the tree to approx. 3 mtrs in height, retaining the trunk as a valuable dead-wood habitat for invertebrates and other wildlife **It was RESOLVED** to SUPPORT the application.
- 9.3. 3418/25/HHO Sunday School The Level Dittisham Rear extension to provide first floor shower room and WC. **It was RESOLVED** to SUPPORT the application
10. **Reports from Councillors' Working Groups and External Forums**
- 10.1. Health: Dartmouth Medical Practice Patient Participant Group *To receive an update on the recent AGM.* Cllrs J Green and Unitt were there. The presentation had been circulated to cllrs. It was commented that the appointments system now in place appears to be extremely efficient.
- 10.2. Maintenance: Jubilee Steps It was noted that the project is now complete.
- 10.3. Maintenance: Working Group *To receive an update from the Maintenance Working Group Meeting held on 17/11/25 and consider any recommendations.* It was noted that the following works had been undertaken:
- The Ham a) Damaged end of the gate at the top of Ham Lane cut; b) Dead trees in Ham carpark cut down – arisings used to bolster habitat pile at the back of the salt marsh and dead hedge in South tree line. c) Rimmed tree line adjacent to parking area on North side of Ham car park; d) Recurring problem of pot holes in carpark filled in; e) Pot hole on Ham Lane filled in with cold tarmac. f) Fallen tree in the boat park – cut up and added to habitat pile nearby.
  - Old Chapel Burial Ground a) Vegetation from top layer of wall has been removed b) Memorial hand test completed
  - Level Car Park Salt Bin has been re-sited.
  - Manor St Triangle Dog poo bin in has been fixed to the wall.
  - Capton Phone Box and noticed board have been cleaned.
- It was noted that quotes are being obtained for maintenance work, and that the invitation to tender will go through the Clerk.

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- 10.4. Neighbourhood Plan** It was reported that the initial survey will be circulated just before Christmas, with a deadline at the end of January, following which a public meeting will be held. It was agreed to use the same distribution list as was used for circulation of the Emergency Plan letters. It was confirmed that a map of the Parish boundary had been sent to the Local Planning Authority to accompany the Parish Council's Reg 5 application for designation of a neighbourhood area.
- 10.5. Dittisham Village Hall** Notes from the AGM and committee meeting had been circulated and had been read.
- 10.6. Friends of the Dart** To receive the Friends of the Dart September 2025 data review. Cllrs were encouraged to read the report. There was discussion on the permit system in place that allows the discharge of sewage overflow. Cllrs commented on the frequency of these occurrences during periods of rainfall, discharge locations and complaints from the public. Cllr N.Green commented on discussions he has held with the Environment Agency and the local MP to change the system and prevent permitted discharge of sewage. Cllrs agreed to collect photos and report discharge frequency in order to support this campaign.
- 10.7. Dart Harbour Communities Group** To receive an update from the meeting of 06/11/25. Minutes from the meeting were circulated and noted.
- 10.8. West Dart Bus** To receive an update on bus parking options  
Advice had been sought from the C.Cllr who commented that it is was considered unlikely that the HATOC committee would support provision of a designated space on the highway without community support. **It was RESOLVED** to make an application to HATOC, which should include evidence of community support. It was queried whether the Neighbourhood Plan Steering Group would include a question about support for a bus parking space on the highway.  
There was a discussion about providing a space in one of the Parish Council car parks in which it was noted that the Road Traffic Regulation Act does not permit a single letting for longer than 7 days. Leasing a small area of the car park to the bus with an easement for access could offer a solution, but legal fees to establish this could be cost prohibitive.
- 11. Clerk's Report** Nothing to report.
- 12. Trees**
- 12.1. Ham Tree Works** To receive update on quote acceptance and date for works. It was confirmed that on receipt of a re-quote to provide a like-for-like comparison, Pittman Trees was contracted to undertake the works to pollard the ash tree #8 on The Ham, and wood chippings & cord-wood to be stacked neatly in the wildlife habitat area at the base of the tree, for a cost of £200 plus VAT. Works would be scheduled once the outcome of the application for tree works in a conservation area is known.
- 12.2. Response to a member of the public's concern about impact of failure of trees at the Level Car Park** Cllrs had received papers prepared by the Clerk that compiled correspondence from the homeowner, the Parish Council's insurer and arboriculturist. **It was RESOLVED** to respond to the landowner that the Parish Council is satisfied with insurance arrangements and inspection regime. Parish Council recognises your concern and seeking additional expert advice. **ACTION: The Clerk** to write to South Hams District Council's Tree Officer for comment.
- 13. Grounds Maintenance Contract** Consider scope of contract for 2025 – 2028. **It was RESOLVED** to make no alterations to the scope of the contract and that **ACTION: The Clerk** should go ahead and seek to renew.
- 14. The Level Phone Box** Consider response to ideas for ongoing use It was commented that the kiosk needs to be sealed and dried. Most responses received to date were in support of a book exchange.
- 15. Red Lion Inn** Cllrs received an update from the Clerk on arrangements for receipt of a peppercorn rent and having reviewed the insurance arrangements against the lease. **It was RESOLVED** to politely ask the Red Lion Inn a number of questions on behalf of the Parish Council.
- 16. Free Parish Boat Park** Cllrs received an update from Cllr Unitt. **It was RESOLVED** that Cllr Unitt make further enquiries from adjacent landowners about their views on the land.
- 17. Potential new car park** There was no further news on which to update the Council.
- 18. Correspondence and Contacts** to note or consider.
- To note:**
- Data Protection fee - direct debit due to be collected ICO:00012056244 Cllrs were informed that the fee of £52 minus £5 Direct Debit Discount will be collected on or before 13/12/2025.
  - Dittisham Village Hall tariff rates Cllrs were informed that the Village Hall will be raising hire charges for the first time since before the pandemic to meet increased running costs. The Parish Council will continued to be charged the 'affiliated club' tariff, which will increase from £20 to £25 for a 4 hour session in the School Room.
  - TTRO2566809 Temporary Traffic Notice Lee Lane to Capton Cross Cllrs were informed that the Temporary Traffic Order has been amended as the original notice was wrongly issued with a diversion route. The road into Capton is a cul de sac, there is no alternative access along Lee Lane, from either direction. Access will be maintained for residents.

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- TTRO2565898 Temporary Traffic Notice - CAPTON BRIDGE CROSS TO HEMBOROUGH POST CROSS Cllrs were informed of a road closure in place from 15 – 17/12/25 affecting roads at Capton Bridge Cross to Hemborough Post Cross, Blackawton and from Lee Lane to The Sportsmans Arms. This is to enable Airband works.
- #51 2025 DALC E-bulletin Cllrs were informed that the e-bulletin includes news of new 'Being a Good Councillor' training available from January onwards.

**To consider**

- Dittisham community store The Parish Council has been asked by a representative of the community store if it has up to date statistics on the number of households/properties in the Parish, the number of permanent residents and proportion of second homes. This data would help inform the store's financial model and business plan. The Clerk has forwarded the Parish Council's policy on awarding grants in response to a query about available funding. **ACTION: Cllr Unitt** will send **the Clerk** a list of properties compiled without personal data, produced as part of the Emergency Planning process, from which **the Clerk** can extrapolate data about number of properties in the Parish.

**19. Next Meeting:** To confirm the next monthly meeting of the Parish Council will be held on Wednesday January 7 2026 at 7:00pm at Dittisham Village Hall.

Meeting was closed at 21:10