

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

Minutes of the monthly meeting of Dittisham Parish Council
Wednesday 6 May 2026 at 7:30pm, Dittisham Village Hall

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

Apologies: Cllr Hawkes

Public Forum No members of the public were present and no issues were raised.

1. **Apologies** were received as above.
2. **Declaration of Interests** Cllrs declared an interest in the following items: Cllr Neale on item 5.6 payment 2605_5. Cllr Bond on item 5.6 payment 2605_9.
3. **Approval of Minutes** It was **RESOLVED** to approve of the minutes of monthly meeting held on April 1 2026 as an accurate record, without amendments.
4. **Community Reports** The following reports were received:
 - 4.1. South Hams District Council Councillor (D.Cllr)
 - Planning and changes in the National Planning Policy Framework. From September, all planning will be mostly determined by planning officers. Given the new rules, there will only be a small number of plans that will be determined by the Development Management Committee. If the determination is refused, it will immediately be referred to a Planning Inspector. The D.Cllr considers this a total undermining of local democracy. The consultation process will otherwise remain the same. D.Cllrs will seek to work closely with Officers to share local information prior to determination.
 - Local Government Reorganisation (LGR) It is expected that the Government will make a decision in early July.
 - Local Plan The District Council has just launched a process to develop a new Local Plan. There are good reasons to do that despite the context of Local Government Reorganisation. A Local Plan will be an evidence led defence of the Council's position to its lack of ability to fulfil Government imposed housing targets through supply constraints.
 - Leisure Centres The Council has found a new supplier to manage the leisure centres without a disruption to services to the public. The debt left by the previous operator has had to be met by District Council funds.
 - National Emergency Briefing film The District Council is organising screenings of the film made for the National Emergency Briefing about the impact of Climate Change. Parish Councils are encouraged to also host screenings, with an introduction and an opportunity for discussion afterwards. Cllrs were interested in attending a screening in Ivybridge.
 - Locality Fund The District Councillor invited applications to the Locality Fund.
 - 4.2. Devon County Council Councillor (C.Cllr)
 - End of Financial Year It was reported that the outturn at the end of the Financial Year has not been announced, but is expected to be positive news, with an underspend that can be reallocated in the upcoming year.
 - LGR Whilst awaiting the Government's decision, councils have been invited to prepare for structural change orders, should their preferred Unitary Authority option be the one chosen.
5. **Financial Matters**
 - 5.1. Update from the Finance Working Group Meeting It was reported that the year-end position was positive, with greater funds in the account than expected, due to calculations excluding VAT. It was noted that the budget is not under any threat, and the Parish Council can afford to give a grant to the shop. It was reported that the working group had reviewed the bank reconciliation, which was signed. All paperwork compiled for the Annual Audit had also been reviewed.
 - 5.2. Consideration of recommendations of the Finance Working Group Following consideration:
 - 5.2.1. West Dart Bus Grant **It was RESOLVED** to award a grant of £300 to the West Dart Bus, allocated from the 'Grants Other' line in the budget.
 - 5.2.2. Dittisham Village Stores Grant
 - **It was RESOLVED** to accept the recommendation that the Parish Council give a grant of £5000 to Dittisham Village Stores to purchase a specific item, or items, such as a fridge or freezer. It was agreed to propose that the Village Stores should identify what item will be purchased by the grant, according to their priority list.

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- **It was RESOLVED** that to afford the grant, the Parish Council accept the working group's recommendation to that £1000 of the 'Sick Leave' earmarked reserve be transferred to the General Reserve. The £5000 grant payment should be coded to 'Grant Other' with the budget overspend being met by the General Reserve.
- **It was RESOLVED** to confirm the grant offer immediately and make the grant to the new account associated to the Community Shop.

5.2.3. Car Park/Burial Ground Costs It was RESOLVED to accept the Working Group's recommendations that:

- the predicted commitment of £2000 is met by the 'Professional Legal Fees' earmarked reserve. If costs to the Parish Council increase from £2000 to the worst position of £4000, to allocate funds from the 'Parish Infrastructure' earmarked reserve.
- the Parish Council pays the bills received and to request contributions the other parties for their share on a quarterly basis.
- the Parish Council should have sight of estimates/quotes obtained for services before supplier invoices are issued and before they are paid.
- a letter is written to the Project Managers detailing the points above, and that the Project Managers make the formal agreement on this process with all other parties.

5.2.4. Clerk's Hours It was RESOLVED that the Clerk can carry over the 17.5 hours of TOIL and 8 hours of unspent holiday (equating to 10% of the annual holiday allowance) into the next financial year.

5.3. Receipts and Payments between meetings it was noted that:

- Payment 2604_15 to Dittisham Village Hall for the 2026/7 grant as approved in March 2026 = £4000 no VAT.
- Payment 2604_16 Lloyds bank fee = £4.25

5.4. May Payments It was RESOLVED to authorise the following payments:

- Payment 2605_1 Nest Pensions for Pension contributions on Clerk's Apr Salary = £39.61 no VAT
- Payment 2605_2 to CRadford Apr Clerk Salary (month 1) = £888.01 no VAT
- Payment 2605_3 to HMRC for Tax and NI on Clerk's Apr Salary = £275.56 no VAT
- Payment 2605_4 to MHurrell for monthly car park checks and banking takings (Apr) = £150 no VAT
- Payment 2605_5 to RNeale for reimbursement: JottaCloud backup services Monthly renewal Apr at 12EUR per month (£10.41) and Lebara mobile phone monthly renewal Mar at £4.08 plus 82p VAT per month. = £15.31
- Payment 2605_6 to CRadford: Reimbursement for purchase of 20s Plenty Wheelie Bin stickers= £150 no VAT
- Payment 2605_7 to Community Heart Beat Trust for Annual support cost: Annual Support Cost Zoll AED3 Year 8 (min 5 years) 01/08/2026-01/08/2027 Node 5284 at £165 and 25/04/2026-25/04/2027 Node 5285 at £165 plus £66 VAT= £396
- Payment 2605_8 to Devon Association of Local Councils (DALC) invoice 7614 for attendance of Mike Taylor at the Being a Good Councillor 4 webinar at £15 plus £3 VAT = £18.00
- Payment 2605_9 to RBond for reimbursement: HP Instant Ink at £3.74 plus £0.75 VAT = £4.49
- Payment 2605_10 to Coast to Coast Surveying (SW) LTD INV-0361 for the undertaking of a Topographical Survey at Land West of The Park House, Dittisham on 7th April, issued 13th April 2026 at £650 plus £130 VAT= £780
- Payment 2605_11 to ARCCAS inv 287 for Monthly grounds maintenance invoice 2 of 10 at £430 plus £86 VAT = £516
- Payment 2604_12 to HMRC for Quarter 4 VAT return for period 1 Jan - 31 Mar 2026 at 4,370.60, plus uncollected interest on late VAT payment at £8.66 = £4379.26
- Payment 2604_13 to JHodge for the completion of jobs 2) Posts 3) Bench 5) Guttering = £630.00 no VAT
- Payment 2605_14 to Devon Association of Local Councils (DALC) Attendance of Mike Taylor at the Introduction to Planning webinar at £35 plus £7 VAT = £42.00
- Payment 2605_15 to West Dart Bus/Ivybridge and District for 2026/27 grant = £300 no VAT
- Payment 2605_16 to Dittisham Village Store Limited for 2026/27 grant = £5000 no VAT

5.5. Laptop Purchase It was RESOLVED that Clerk will bring quotes back to the Parish Council for consideration.

6. South Hams District Council's Planning Decisions To note the following:

- 6.1. [0745/26/ARC](#) Meadow View, The Level, Dittisham Application for approval of details reserved by conditions 4 (Doors/Windows) & 5 (Cladding) of planning consent 2659/25/HHO APPROVED**

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- 6.2. [0698/26/ARC](#) Meadow View, The Level, Dittisham Application for approval of details reserved by condition 5 (Doors/Windows) of planning consent 2651/25/LBC APPROVED
7. **New Planning Applications** to consider a recommendation to the planning authority on the following applications:
- 7.1. [0700/26/CLP](#) 2 Meadow Cottages The Level Dittisham, Certificate of lawfulness for proposed conversion of two flats into a single dwelling. It was noted that this application had already been decided, and had been APPROVED.
- 7.2. [0954/26/CLB](#) Quicks Cottage Lower Street Dittisham Certificate of lawfulness for proposed installation of EV Charger in Garage. **It was RESOLVED TO SUPPORT** the application.
8. **Reports from Councillors' Working Groups, Parish Projects and External Forums**
- 8.1. Neighbourhood Plan It was reported that the Steering Group will deliver a session about the progress of the Neighbourhood Plan at the Annual Parish Meeting. The main issue will be on whether more sites for housing will be needed.
- 8.2. Maintenance Working Group It was reported that the contractor has undertaken three of the jobs quoted for: new posts, benches and guttering. The benches will need further maintenance in the future, due to the condition of the bolts. The Working Group is meeting again in May, at which a list of further jobs will be compiled.
- 8.3. Car Park/Burial Ground Project The Project Manager's report was included in papers. A site meeting is being held on 13 May, to which Cllr Pope will attend as a representative of the Parish Council. A number of quotations had been forwarded and it was agreed that invoices received that matched these quotations could be paid by the Clerk between meetings:
- Trace Design Consultations Limited: Assess and Car Park Design: Fee proposal for Highway and Transport Advice to support Pre-App process on land at Dittisham = £855.55 plus disbursements plus VAT. It was noted in the Project Manager's report that the meeting scheduled for 13 May will incur a cost of £375 plus travel @ 45p per mile plus VAT for the attendance of one of the Trace consultants. Meetings were not included as part of the £885 fee quote. Going forward meetings will be kept to a minimum.
 - Rathbone Partnership: Appointment of Landscape Architect for Dittisham Hill Car Park and Graveyard: Lump sum fee for completing a sketch landscape design and assessment: A fee of £1800 plus expenses plus VAT. Any further meetings will be charged at daily rate (£100 per hour/£800 per day) plus expenses plus VAT It was noted that expenses were not included in this quotation.
 - Luscombe Maye: Assist and lead application on Dittisham Parish Graveyard site. Fee for initial phase confirmed as no greater than £1000 plus VAT
- 8.4. Ham Events Working Group
- Ham Hire policy and information pack *To consider approval of the updated documents (Work in Progress)*. The document as circulated was approved by the Parish Council, noting that further work is required on the Terms and Conditions, to ensure that there is no conflict between the Policy and the Terms and Conditions. It was agreed to include wording about use of glassware on The Ham. It was agreed that this was a much more user friendly document for applicants.
 - Ham Hire Applications To consider approval of applications made for hire
 - ITERA Expedition Adventure Race 19 -20 July 2026. It was agreed that there was not sufficient information available in the application in order for the Parish Council to make a decision. Cllrs were concerned about potential disruption through the night and making a large part of the carpark available during the school holidays. **ACTION: Cllr N Green** to have a telephone conversation with the applicant for further details, and to discuss the fee. It was agreed that an extraordinary meeting could be held on the 20 May 2026 to consider any new information received.
 - Dittisham Regatta Sports Day 8 – 9 August 2026. The Clerk had reviewed updated risk assessment documents and discussed traffic management and insurance arrangements with the applicant. **It was RESOLVED** to APPROVE the hire request.
 - Sargeant Wedding 10 – 13 June 2027 Having reviewed the application **it was RESOLVED** to APPROVE the hire request and set a fee of £1000 and a 50% damage deposit of £500.
 - Campbell Wedding 7 – 12 July 2027 **It was RESOLVED** to feedback to the applicant that hire period can only be for a maximum of 5 days and that the Parish Council cannot give exclusive use of the public car park. It was agreed to advise the applicant of the 10m wide zone by the river to enable public access and to suggest mitigation measures in relation to the risk of the reception being near the riverbank. Should the hire period be reduced to 5 days, a fee of £1250 would be set, with a 50% damage deposit of £625.
9. **Clerk's update** No update.

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10. **Parish Paths Partnership (P3)** Cllrs were updated on the changes to process. The first draft of the documents required by Devon County Council have been produced. A meeting with the P3 working group will be arranged to make a recommendation to the Parish Council on the works that are required. **It was RESOLVED** to report all the signs that need replacement to Devon County Council via the 'Report a Problem' webpages.
11. **Policy Audit** The policy audit provided by the Clerk was considered. **It was RESOLVED** to review the 2022 proposed Climate Policy and 2021 PO Approved Herbicides and Pesticides policy at the next meeting. It was agreed that the Personnel Committee consider implementation disciplinary and grievance arrangements through adoption of a policy, and an antibullying and harassment policy be considered. **ACTION: Cllr N.Green** agreed to support production of a Tree Management Policy in September.
12. **Parish Lengthsman Brief** This was carried forward to a future meeting.
13. **Annual Parish Meeting** It was confirmed that the event will take place from 7pm on Wednesday 20 May 2026. The agenda will include a Chair's report 'Looking Back, Looking Forwards'; a brief summary of Parish Council finances (Cllr Unitt); an update on the Neighbourhood Plan (Cllr Pope) with the opportunity for general conversation and questions. **ACTION: Cllrs Bond, Unitt and Pope** to prepare their respective updates. **ACTION: Cllrs Golding and Neale** to make arrangements for refreshments.
14. **Correspondence and Contacts** to note or consider

To note

- The DARTY Work ... Someone's got to do it! Cllrs were informed that a team cleaned the 3 mile forshore from Dittisham around to Mill Creek on Sunday 20 March, with South Hams District Council disposing of the bags of rubbish collected. Another litter pick will be arranged in the autumn. **It was RESOLVED** the Parish Council send a letter of thanks.
- Minutes of the Meeting of the South Devon National Partnership Cllrs are informed that the minutes of the meeting held on 13 March 2026 have been received and can be forwarded on request.
- Footpath No. 7, Dittisham – Confirmation Cllrs are informed that the order has been confirmed to divert public Footpath No.7, Dittisham from A – B , to a new line A – C – B – D from the county road north east of Capton Cross, running north north west along a hedge of Little Capton, formerly Homelea, and then west north west across a paddock exiting through a gate, turning west over the highway verge to join the county road to Capton Village. The order came into effect on 17 April 2026. A map can be viewed on the Order Plan CCET/PROW/25/61 online www.devon.gov.uk/haveyoursay.
- DALC #21 E Bulletin Cllrs are informed that this bulletin includes a link to a recording of the recent Connect Event about 'clustering'. The session brought together examples from councils already working collaboratively, highlighting how clusters can take many different forms - from small, informal groups to larger networks involving councillors, clerks and officers. [A link to the recording is available from the DALC website.](#)

To consider:

- Parking for the 2026 Bathing Water sampling season The Environment Agency's Field Monitoring Officer has requested that the arrangement agreed in 2025 by the Parish Council to provide 30 minutes free parking at The Level Car Park whilst undertaking water sampling visits is repeated in 2026. Visits will take place once a week between 15 May - 30 Sept 2026 while water samples are taken from a site off the pontoon. Vehicle registration plates can be supplied for the period. **It was RESOLVED** to approve this request.
- DVH Christmas Show Cllrs are informed that the Village Hall will be in use by the Ditsum Players between 30 November – 6 December 2026 and therefore unavailable for hire. An alternative venue will therefore need to be arranged for the meeting of the Parish Council on 2 December. **ACTION: Cllr Bond** to make enquiries about the availability of the Sailing Club, otherwise the Parish Council would book Cornworthy Village Hall.
- Meeting to discuss planning policy (Case Ref CV21972) Caroline Voaden MP has invited an open meeting with other South Hams Town and Parish Councils to discuss the role of Neighbourhood Plans in Planning Policy. The meeting is called following the MP's awareness that many Town and Parish Councils are unhappy that the Neighbourhood Plans they worked so hard to put together are being disregarded in planning decisions. The MP's view is that development should be community-led, and that local authorities are best placed to know what developments are needed in their area, not central government. Each Council is welcome to send a maximum of two representatives, providing names by email ahead of the event. 13:45 – 15:15 on Thursday 11 June 2026 at Halwell and Morleigh Community Hall. No cllrs expressed an interest in attending.
- Highways Assembly 6 May 10am – 1pm Cllrs were informed that a Microsoft Teams link has been provided for the Highways Assembly. 30 'in person' places are available at the Cary Room, Follaton House, on a first come, first served basis. The programme includes introduction to positive engagement with Parish Councils, including a new 'Handbook for Highways' to help understanding of Highways issues, and opportunity to ask questions, before a session on 'Financial

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Constraints and Opportunities'; a session on 'Busting Highways Myths', a video-d masterclass on how cold-lay materials can provide a permanent repair by road wardens, a session on 'The Big Picture' on how repair and restructuring decisions are made and how road wardens can work alongside County Council teams. The Handbook has been made available by email and has been circulated to all cllrs by the Clerk.

15. **Next Meeting:** It was confirmed the next confirm the next meeting of the Parish Council will be held on Wednesday June 3 2026 at 7:00 pm.