

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
Wednesday 3 June 2026 at 7:00pm, Dittisham Village Hall

Present: Parish Cllrs Bond (Chair), Golding, J Green, Hawkes, Neale, Unitt & Taylor were present, as was C Radford (Clerk). C.Cllr Rake was present for part of the meeting. 4 members of the public attended.

Apologies: Cllr Pope

Public Forum

- i) It was confirmed that letters sent by members of the public (MoP) concerning item 8.2, planning application [1144/26/FUL](#) had been circulated and read by Parish Councillors (cllrs).
 - ii) A MoP attending to introduce the grant application in support of the Parish Churchyard commented that this will be her last year providing voluntary support to the churchyard. The volunteer that has been the Hon. Treasurer for the past 25 will also be handing their role on. The Parish Council celebrated contributions made by volunteers and thanked the outgoing role holders for their efforts.
1. **Apologies** were received as above.
 2. **Declaration of Interests** Cllrs declared an interest in the following items: Cllr Neale on item 5.4 payment 2606_5. Cllr Bond on item 5.4 payment 2606_6.
 3. **Approval of Minutes**
 - 3.1. **It was RESOLVED** to approve the minutes of the annual meeting of Dittisham Parish Council held on 6 May 2026 as an accurate record without amendments.
 - 3.2. **It was RESOLVED** to approve the minutes of the monthly meeting held on 6 May 2026 as an accurate record without amendments.
 - 3.3. **It was RESOLVED** to approve the minutes of the EGM held 20 May 2026 as an accurate record without amendments.
 4. **Community Reports** To receive reports from:
 - 4.1. South Hams District Council Councillor No report
 - 4.2. Devon County Council Councillor (C.Cllr)
 - Library Services Devon County Council (DCC) has decided not to reduce the hours in libraries and to put further funds from DCC's budget underspend into the service. There are some cases where adjustment to the hours will have a positive impact on how the libraries are used. DCC is still looking for library services to be transformed and become a broader service.
 - Local Government Reorganisation A decision will be announced soon as to the Government's preferred option for restructuring of local government. The C.Cllr commented that he is increasingly of the view that it will be a moment of immense peril for Local Government, having seen the way that some elected cllrs comport themselves. The C.Cllr commented that cllrs elected in May 2027 will have the responsibility in forming the new Unitary Authority and encouraged all electors to have a really good look at candidates putting themselves forward and whether they are up to the job. It was commented that the established parties have governance structures and support in place for their councillors to help them navigate expectations of the role. This support is not in place in newer parties that are putting forward candidates. In response to queries from cllrs it was confirmed that the date of the announcement of the preferred LGR model is expected in July and secondary legislation will be laid out in the House of Commons shortly afterwards. There will be elections in May 2027 with those elected members forming a 'shadow authority'. Current County and District Councillors will remain in place whilst the 'Shadow Authority' have 11 months to prepare the new system. The new Unitary Authority to go live on 1st April 2028. It was noted that not all current District and County Councillors will stand for re-election and those who do not would not be directly involved in managing the transition. It is uncertain what the ramification for Parish Councils will be during this period. It was commented that the biggest risk currently lies in recruitment of senior local authority officers.
 5. **Financial Matters**
 - 5.1. St George's Church (yard) Grant It was noted that the Finance Working Group met 27/05/26 to review the Parochial Church Council's (PCC) request for a £2,625 grant towards the cost of maintaining the Parish churchyard. Dittisham Parish Council granted £1250 in the 2025/26 financial year and included the same amount in this year's budget. Having considered the Finance Working Group's recommendation, **it was RESOLVED** that the Parish Council continue to support the Churchyard and Church and give a grant of £1,300. It was agreed that in considering any future grant application the council would need

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to better understand, and possibly challenge, the allocation of burial fees and the funding of legal fees to do with churchyard land.

5.2. 2025/26 Annual Governance and Accountability Return (AGAR)

5.2.1. Receive the draft Internal Auditor's report and consider any comments. **It was RESOLVED to update the Parish Council website to note that 'The Clerk to the Council has been appointed as RFO (LGA1972 s151) as advised. **It was RESOLVED** to forward comments to the Internal Auditor where the report requires editing for factual accuracy.**

5.2.2. Annual Governance Statement

- Consider the findings of the review by the members meeting as a whole Cllrs considered findings.
- Approve Governance Statement **It was RESOLVED** to approve the Governance Statement ticking 'yes' for all questions 1-8, NA for question 9 and 'yes' for 10. The return was signed by the Clerk and the Chair and dated.

5.2.3. Annual Accounting Statement

- Consider the Accounting Statements by the members meeting as a whole Cllrs considered findings.
- Approve the Accounting Statements by resolution **It was RESOLVED** to approve the Accounting Statement
- Ensure the accounting statements are signed and dated by the person presiding at the meeting It was noted that the return had been signed by the Clerk prior to presentation to the Council. The statements were signed by the Chair and dated.

5.2.4. Consider Notice of Date of Commencement of Period for the Exercise of Public Rights **It was RESOLVED that the that the period for the Exercise of Public Rights would commence on Friday 5 June – Thursday 16 July 2026. The Clerk confirmed that notices would be posted at least one day in advance of the commencement date and be published together with sections 1 and 2 of the AGAR.**

5.3. Receipts and Payments between meetings The following payment was noted:

- Payment 2604_16 Lloyds bank fee = £4.25

5.4. June Payments **It was RESOLVED to make the following payments:**

- Payment 2606_1 Pension contributions on Clerk's May Salary: Employers contribution @ 16.98 and Employee contribution @ 22.63Salary = £39.61 no VAT
- Payment 2606_2 to CRadford May Clerk Salary (month 2) = £887.81 no VAT
- Payment 2606_3 to HMRC for Tax and NI on Clerk's May Salary = £275.76 no VAT
- Payment 2606_4 to MHurrell for monthly car park checks and banking takings (May) = £150 no VAT
- Payment 2606_5 to Reimbursement: JottaCloud backup services Monthly renewal May at 12EUR per month £10.40. Lebara mobile phone monthly renewal May at £4.90 per month. Refreshments for Parish Meeting Weds 20.05.26 at £67.30. = £82.60
- Payment 2606_6 to RBond for reimbursement: HP Instant Ink at £3.74 plus £0.75 VAT = £4.49
- Payment 2606_7 to ARCCAS Invoice 326 Monthly grounds maintenance invoice 3 of 10 at £430 plus £86 VAT = £516
- Payment 2606_8 St George's Church 2026_27 Grant = £1300 No VAT
- Payment 2606_9 Parish Lengthsman Contract: Remainder of 2024/25 Financial Year = 9 hours totalling £216.00 no VAT. Lengthsman services for 2025/26 = 50.5 hours totalling £1212.00 no VAT (£24 per hour)
- Payment 2606_10 to Tech-Nes Advice on repairing DPC computer issues or replacement. 20 minute 'Quick Help' service @ £10 per 10 minutes. = £20.00
- Payment 2606_11 to Trace Design Consultants inv H1470 Project No: 4718 / Site: Dittisham Graveyard & Car Park Project Assessment Meeting at £375.00 plus travel £47.30 plus £84.46 VAT = £506.76

5.5. Purchase costs

- Laptop costs The Clerk had sought advice on whether the memory and hard drive on the Council's Dell Inspiron could be updated. Advice was that the processor was out of date and a replacement would be more cost effective. On reviewing replacement options compiled by the Clerk **it was RESOLVED** to purchase a Dell 16 laptop at a cost of £624.17 plus VAT.
- 20s Plenty Signage **It was RESOLVED** to allocate budget of £30 to purchase corrugated plastic for 20's Plenty signage. Stickers will be distributed to people to put on their own wheelie bins. It was agreed that Cllr Bond will co-ordinate the number of stickers placed in pinch points in the village where people are travelling too fast; The Level, Manor Street, near the bus on Riverside Road, so to avoid overloading the area with signage. It was noted that the DCC Neighbourhood

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Highways Officer will add the refresh of the 20mph road markings to the works list when the potholes are done. It was noted that there are also 'SLOW' road markings that could be refreshed.

6. South Hams District Council's Planning Decisions The following decisions were noted:

- 6.1. [0700/26/CLP](#) 2 Meadow Cottages The Level Dittisham, Certificate of lawfulness for proposed conversion of two flats into a single dwelling APPROVED
- 6.2. [0954/26/CLB](#) Quicks Cottage Lower Street Dittisham Certificate of lawfulness for proposed installation of EV Charger in Garage APPROVED

7. Note Withdrawn Planning Applications The following withdrawn application was noted:

- 7.1. [1154/26/HHO](#) Lauriston, Riverside Road, Dittisham, Householder application for Erection of a single storey outbuilding WITHDRAWN

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

- 8.1. [1267/26/ARC](#) Chipton Barton Dittisham Application for approval of details reserved by condition 5 (WSI/Recording) of planning consent 0246/25/LBC. The Parish Council will make no comments.
- 8.2. [1144/26/FUL](#) Pipiriki, Riverside Road, Dittisham Demolition of existing dwelling and erection of new detached dwelling and associated landscaping works **It was RESOLVED** to OBJECT to the application on the following grounds:

- Material considerations include: The scale of the development, which is four times the existing footprint, and as a result the impacts on the nature of the immediately adjacent conservation area and views, heritage assets and the fact that it sits within the South Devon National Landscape.
- Within that context the side elevations would practically effect neighbours' views to the river and outlooks to the existing properties, and the south east elevation on being on three levels with a significant glass façade will materially dominate views from the river and other areas of designated National Landscape.
- As a practical matter the choice of significant glass across the south east elevation and on other facades will give rise to light pollution and also reflect during hours of daylight. There are concerns linked to this as it relates to preservation of biodiversity.
- There are a number of houses that have been sympathetically extended due to their historic nature along this road and the Parish Council would suggest this is considered in any future application rather than wholesale redevelopment which by its very nature of demolition of an existing structure and new development causing a very significant carbon impact to the environment as opposed to a simple extension and modification.
- The trees represented on the plan are not representative of the trees on the actual territory.

9. Reports from Councillors' Working Groups, Parish Projects and External Forums

- 9.1. [Neighbourhood Plan](#) An update was shared about the Neighbourhood Plan when everyone gathered for the Annual Meeting of the Parish, as part of public consultation. A date has been set for the Neighbourhood Plan steering group to consider next steps, looking at made plans from other similar areas for ideas.

9.2. [Maintenance Working Group](#)

- 9.2.1. To receive an update following the working group meeting and consideration of any recommendations It was noted that the Maintenance Working Group met on 21 May 2026 to review the maintenance schedule. A copy of the schedule was circulated, noting maintenance works likely required in 2026 and actions to forward that. **It was RESOLVED** to seek quotes for the following jobs: 1) Level Carpark: Replacement post required to safeguard the parking meter. 2) Bus shelter - Replace section of seating on East side 3) Footpath 14 needs a large stone replacing in the wall next to the stream and the end of a pipe tidying up 4) Footpath 17 needs to have steps repaired.

- 9.2.2. To consider actions following memorial bench request, including develop or seek out a 'Memorial Bench Policy'. It was noted that the Parish Council had responded to the memorial bench query received, but had not received a further reply. **It was RESOLVED** to draft a Memorial Bench Policy and to include a clause enabling the Parish Council to take a co-ordinated design approach when selecting and installing memorial benches. **ACTION: The Maintenance Working Group** were tasked with developing a short policy for review by Full Council.

- 9.3. [Car Park/Burial Ground Project](#) An update had been received from the Project Managers informing the Council that a meeting of consultants was held on site on 13 May. Consultants from Trace Design believed that the criteria for both vehicle and pedestrian access could be met and once a scheme for 40 vehicles and a graveyard had been designed, a meeting would be sought with the Senior Highways officer at DCC discuss the project. The Project Managers are chasing completion of the Option Agreement. The landowner and agent will be seeking quotes from a lawyer for producing the Option Agreement and deducing title. This is still awaited. Public interest in the scheme was noted by cllrs, and it was reiterated that the Parish Council is supportive of the feasibility study, with all other decisions pending the outcome of this.

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- 9.4. Ham Events Working Group Update to the Terms and Conditions are ongoing by members of the Working Group.
- 9.5. Dittisham Village Hall Management Committee (DVHMC) Reports Reports to and from the committee were noted.
- 9.6. Parish Paths Partnership (P3) It was noted that the working group met on the 22 May 2026 at which the updated P3 paper work from DCC was discussed. The broken signs on Footpath (FP) 7 and FB 9 have been reported to DCC. The issues will be assessed by June 8 2026. Proposed maintenance on footpaths FP 14 and FP17 were included in the list of works at item 9.2.1. **It was RESOLVED** 10 waymarkers be purchased from DCC and posted to Cllr Neale. **ACTION: The Clerk** to forward all paperwork to DCC including the waymarker order.

10. Clerk's update

- Additional bin emptying on The Ham has been booked for the 17 additional visits in the period 8 July - 28 October 2026 inclusive. SHDC has confirmed that the cost will be the same as the previous year of £5 per bin, or £255 plus VAT, or with a small inflationary increase.
 - Parking Permits have been established for West Dart Bus and the Environment Agency for The Level car park with SHDC.
 - Grant thanks The Clerk has received messages from the West Dart Bus and Dittisham Village Stores for the grants made.
 - Advice regarding a large tree in Dittisham The Clerk has now received a response from SHDC Tree Officer to queries raised following the Parish Council's meeting in December 2025 in response to concerns from a member of the public about the safety of a significant tree on entry to the Level Car Park. The Tree Officer would not be supportive of the removal or major tree survey works on the beech tree (T0025), on the entrance to The Level car park at the moment. He commented that it present high levels of public amenity, that the survey raised no concerns and that having seen the tree on his visits to the village he saw no immediate cause for concern. This information has been forwarded to the residents concerned about the health of the tree, who have requested a copy of the annual tree survey each year.
11. **Loaning out the Dittisham Parish Council Projector** The Parish Council considered if the projector owned by the Parish Council could be used by hirers if requested. **It was RESOLVED** to say no to this request.
12. **Marquee for village event on Sunday 5 July** It was noted that a village event will be held on the football field, using a marquee that will still be in place following a wedding the previous day.

13. Parish Lengthsman

- 13.1. Lengthsman feedback There was a short discussion with regard to managing the contract.
- 13.2. Receive any invoices from contractor for 2024/25 and 2025/26 financial years It was noted that the Lengthsman last invoiced for works completed up to 25/09/2024. Invoices for the remainder of the 2024/25 year and 2025/26 year had been received. Cllrs reviewed the dates. **It was RESOLVED** to pay the invoices.
- 13.3. Consider draft brief and advertisement Cllrs considered the documents as prepared by the Clerk. **It was RESOLVED** to increase the hourly rate to £25 per hour. It was agreed to circulate the brief and advertise in the Dartmouth Chronical and the Parish Council's usual channels: e.g. Facebook, WhatsApp groups and consider any applications received at the September meeting. It was agreed that Clerk forward to the Parish Council's ground maintenance contractor.

14. Policy Review

- 14.1. Proposed Climate Policy *Consider process for drafting policy* Following discussion, **it was RESOLVED** to refer this to the Environment Working Group part of the Neighbourhood Plan Steering Group and ask for a recommendation of what should be included in the policy.
- 14.2. Approved Herbicides and Pesticides Policy (2021) The statement dated 6 October 2021 was reviewed. It was agreed to include the statement "that DPC will not use or request use of herbicides or pesticides except in an extreme circumstance" in the proposed Climate Policy above.
- 14.3. Dittisham Parish Council Delegation Scheme was reviewed with a minor amendment noting that the delegation scheme will be reviewed annually in May, rather than specifying the year.
- 14.4. Proposed Reserves Policy **It was RESOLVED** to that the Finance Working Group would undertake a review of the policy and come back to the Parish Council with a recommendation.
- 14.5. Proposed Investments Policy **It was RESOLVED** to adopt the policy as drafted.

15. Correspondence and Contacts to note or consider

To note

- Dart Harbour Port Masterplan Consultation Cllrs were informed that the final draft of the Dart Harbour Port Masterplan has been published for consultation. The plan can be found here: <https://arcg.is/0GPfHu>. The online feedback form can be

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found here: <https://www.surveymonkey.com/r/DartHarbourMasterplan>. The Harbour Authority is keen to receive as wide a range of opinions as possible. Consultation presentation events and drop in sessions are being held throughout May, June and July. Those upcoming include: 15 Jun in Kingswear, 18 Jun in Totnes, 3 Jul in Galmpton, 25 Jul in Dartmouth.

- Slippery Lane, Dittisham Cllrs are informed that following a report made via Devon County Council's 'Report it' site on 20 April, a response has been received to comment that an assessment was made on 11 May 2026, with the officer entering the following comments: "DCC are considering ways to stop the surface water coming from the adjacent properties causing this route to become slippery, an order is currently in our planned programme for attention in 2027-28."
- Community Conversations- June event Cllrs are informed that the next event being run by Devon and Somerset Fire and Rescue Service will take place on 12 June will be sharing the insight and ideas behind an upcoming campaign which focuses on reducing preventable garden fires linked to BBQs, fire pits and outdoor burning. Information about all upcoming Community Conversations are available via the [Devon & Somerset Fire and Rescue Service website](#) (HTML)
- Closure of The Level for 3 days Cllrs are informed that following queries about the nature of the road closure and if alternative parking arrangements would be offered to residents who have permits at The Level Car Park, the Clerk has been advised by Highways that the road closure will only be in place for 1 day and those working on site will enable vehicles to pass when it is safe to do so.
- Temporary Traffic Notice - Higher Street, Brambletorre Cross to Higher Street, East Cornworthy Cross to Brambletorre Cross & East Cornworthy Cross to Brambletorre Cross, Dittisham (TTTRO2670061) Cllrs are informed that a road closure will be in place between the hours of 8am – 6pm from 15 -17 July 2026 to enable road patching. A signed diversion will be in place.
- DALC #25 2026 e-bulletin: Publishing cllrs home addresses Cllrs are informed that this bulletin includes an update from NALC which advises the Parish Council that from 29 June 2026, local authorities must not publish an elected or co-opted member's home address in local authority registers of interest unless the member has requested otherwise. The exact address details are still declared to the monitoring officer, remain available internally to authorities and will continue to prevent conflicts of interest. **It was RESOLVED** that the Clerk remove Parish Councillor home addresses from the Parish Council website and all notices as well as from the register of interests.

To consider:

- Protecting the River Dart - Potential Legal Action Against South West Water Cllrs are informed about correspondence from a law firm investigating legal action against all water companies in the country, including South West Water, for polluting rivers, beaches and lakes. As part of the investigations, the firm is keen to know more about the impact of sewage pollution in the River Dart to understand whether litigation can hold South West Water to account. In order to do that it is critical to speak with those affected by pollution. The firm intends to visit Dartmouth in the coming weeks to see what the pollution has done to the river, and would very much appreciate the opportunity to meet with the Parish Council in person. The firm is happy to arrange an introductory call in advance of their visit. The Parish Council is asked if it is interested to meet with the law firm, and if so, to provide available in June. Full correspondence includes more information about the case and about the law firm in question. **ACTION: The Clerk** to forward details to Cllrs N. Green and Taylor.
- DALC #22 2026 e-bulletin Cllrs are informed that the e-bulletin includes a call for councillors interested in joining Devon Association of Local Council's board of directors. There was no interest.
- Community Emergency Hubs - June Workshops Cllrs are informed that Devon Communities Together is providing a free Community Emergency Hub kit to 100 communities across the county. Community Emergency Hubs can be set up in local buildings and do not require volunteers to be identified in advance. When a hub is opened, simple role cards allow those who are available to step into clear roles immediately, helping the hub operate safely and effectively. Interested community members should attend an online workshop. Cllrs agreed that the Emergency Plan is sufficient for Dittisham.
- Membership has expired CRM:0001559 Membership to Devon Communities together has expired. The membership fee for organisations with an income over £5000 is £50 per year. **It was RESOLVED** to allow membership to lapse.
- 20260527 Worst car park experience ever Cllrs are informed of an email received commenting on difficulties using coins in one of the car parking machines and the issues with downloading the relevant app. It is noted that the coin fault could not be replicated on later testing. **It was RESOLVED** the Clerk submit a query asking why South Hams District Council hasn't opted into The National Parking Platform.

16. Next Meeting: The next meeting of the Parish Council will be held on Wednesday July 1 2026 at 7:00 pm.

Meeting closed at: 21:19