

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 1 July 2026 at 7:00pm

Present: Parish Cllrs Bond (Chair), Hawkes, Neale, Unitt & Taylor were present, as was C Radford (Clerk). D.Cllr McKay attended for part of the meeting. 1 member of the public was in attendance.

Apologies: Cllr Golding, J Green, Pope. C.Cllr Rake.

Public Forum

- A local resident new to Dittisham attended the meeting to introduce themselves to the Parish Council.

1. **Apologies** were received as above.

2. **Declaration of Interests** Cllrs declared an interest in the following items: Cllr Neale on payment 2607_5 and Cllr Bond on payment 2607_6.

3. **Approval of Minutes** It was **RESOLVED** to approve the monthly meeting held on 3 June 2026 as an accurate record.

4. **Community Reports**

4.1. South Hams District Council (SHDC) Councillor

4.1.1. Local Government Reorganisation (LGR) It is expected to hear from the Government on its preferred option for LGR this coming week. Preparation for transition to the new Unitary Authority is underway.

4.1.2. The Local Development Plan Is being reviewed to prepare for an increase in housing targets.

4.1.3. Crisis and Resilience Fund It was noted that the fund is being distributed through the Local Authority. Cllrs were encouraged look at the eligibility criteria and encourage anyone who is eligible to apply.

4.1.4. Working with Friends of the Dart The D.Cllr is working with members of Friends of the Dart with respect to research undertaken about capacity of the sewage network as evidence for making decisions about difficulties in meeting local housing targets. It was queried where fines for sewage spillages/releases go. It was commented that the fine is put into a fund that local organisations can apply for grants. The D.Cllr was asked if he could confirm this. It was asked how this could feed into Neighbourhood Planning processes. The D.Cllr commented that it is a very complex process for individual organisations to obtain this information from organisations like South West Water, therefore it would be of benefit for all if the data was collated and made more freely available for all relevant organisations to use.

4.2. Devon County Council Councillor No report in the C.Cllr's absence.

5. **Financial Matters**

5.1. Receipts and Payments between meetings

The following receipts were noted:

- Receipt 1 on 01/04/2026 Machine Car Park (Ham): Car Park cash income at £165.17 plus £33.03 VAT = £198.20
- Receipt 2 on 01/04/2026 Machine Car Park (Level): Car Park cash income at £108.75 plus £21.75 = £130.50
- Receipt 3 on 09/04/2026 Bank interest (Lloyds) = £3.84 no VAT
- Receipt 4 on 28/04/2026 Machine Car Park (Ham): Car Park cash income at £231.75 plus £46.35 VAT = £278.10
- Receipt 5 on 28/04/2026 Machine Car Park (Level): Car Park cash income at £131.50 plus £26.30 VAT= £157.80
- Receipt 6 on 30/04/2026 Bank interest (NatWest 35 Day) = £27.42 No VAT
- Receipt 7 on 30/04/2026 Bank interest (Natwest 95 Day) = £76.28 No VAT
- Receipt 8 on 11/05/2026 Bank interest (Lloyds) = £3.96 No VAT
- Receipt 9 on 26/05/2026 Machine Car Park (Ham): Car Park cash income at £274.25 plus £54.85 VAT= £329.10
- Receipt 10 on 26/05/2026 Machine Car Park (Level): Car Park cash income at £135.00 plus £27.00 = £162.00
- Receipt 11 on 28/05/2026 Machine Car Park (Ham): Car Park cash income at £189.12 plus £37.83 VAT = £226.95
- Receipt 12 on 28/05/2026 Machine Car Park (Level): Car Park cash income at £107.83 plus £21.57 = £129.40
- Receipt 13 on 20/05/2026 Bank interest (Natwest 95 Day) = £26.55 No VAT
- Receipt 14 on 29/05/2026 Bank interest (NatWest 35 Day) = £68.79

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- Receipt 15 on 04/06/2026 Invoice 26 To Dittisham Sailing Club Ham Parking Permits 2026/27 New permits: 180 Permits @ a unit price of £37.50 each inc VAT. 2025/26 Credit/refund on unused permits: 4 permits @ a unit price of £36 inc.VAT. Total £5504.67 plus £1100.93 VAT = £6605.60

The following payments were made between meetings:

- 2606_13 to Lloyds Bank, banking fee = £4.25 no VAT

5.2. July Payments It was **RESOLVED to make the following payments:**

- Payment 2607_1 Pension contributions on Clerk's June Salary = £39.61 no VAT
- Payment 2607_2 to CRadford Clerk Salary June (Month 3) = £887.81 no VAT
- Payment 2607_3 to HMRC for Tax/NI on Clerk's June Salary = £275.76 no VAT
- Payment 2607_4 to MHurrell for monthly car park checks and banking takings (Jun) = £150 no VAT
- Payment 2607_5 to Reimbursement: Reimbursement: JottaCloud backup services Monthly renewal Jun at 12EUR per month £10.38. Lebara mobile phone monthly renewal Jun at £4.90 per month. = £15.28
- Payment 2607_6 to RBond for reimbursement: HP Instant Ink at £1.99 plus £1 VAT = £5.99
- Payment 2607_7 to ARCCAS Invoice 365 Monthly grounds maintenance invoice 4 of 10 at £430 plus £86 VAT = £516
- Payment 2607_8 to South Hams District Council Invoice 22401880 for Cashless parking fees for 25/26 Quarter 4: 01/01/26 - 31/03/26 at £165.82 plus £33.16 VAT = £198.98
- Payment 2607_9 to JHodge for Repairs to ham wall = £2020.00
- Payment 2607_10 to Clear Insurance Management Ltd for annual insurance renewal policy LCO02274 = £929.97 no VAT
- Payment 2607_11 to CRadford as reimbursement for auto renewal of ESET antivirus software for 2026/27 at £54.16 plus £10.83 VAT = £64.99
- Payment 2607_12 to Source for Business (SWW) Bill 7094 5802 13 for services at Standpipe The Quay Dittisham 16 December 2025 to 16 June 2026 = £6.97 no VAT
- Payment 2607_13 to Paul Russell (Trading as Parish and Town Auditing Services) Inv IA/0298/26 for end of year Internal Audit = £195 no VAT
- Payment 2607_14 to Devon Wildlife Trust for Invoice 20449 for Enq No 604-5271: DBRC report for Neighbourhood Plan at £200 plus £40 VAT = £240.00

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

- 6.1.** [1265/26/ARC](#) Chipton Barton, Dittisham. Application for approval of details reserved by condition 6 (WSI/Recording) of planning consent 0245/25/FUL APPROVED
- 6.2.** [1267/26/ARC](#) Chipton Barton, Dittisham. Application for approval of details reserved by condition 5 (WSI/Recording) of planning consent 0246/25/LBC APPROVED

7. New Planning Applications

- 7.1.** [1615/26/VAR](#) Twenty Fathoms, Higher Street, Dittisham Variation of condition 2 (approved plans) of Planning Consent 1915/25/HHO It was **RESOLVED** to SUPPORT the application.

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

8.1. Neighbourhood Plan

- 8.1.1.** To receive an update (including an update on plans for a proposed climate policy) It was reported that the Neighbourhood Plan have met and by September they hope to have drafted some initial sections of the report for consideration. The Steering Group is looking to discuss various processes with the Neighbourhood Planning Officer to align with expectations of the District Council. Members of the Climate and Environment Working Group agree that the Parish Council should have a Climate Policy and also an Environmental and Biodiversity Policy - (Natural Environment and Rural Communities Act 2006 (NERC Act) section 40 duty) and would be happy to assist with the drafting of policies for the council to consider.
- 8.1.2.** Report back from the Neighbourhood Planning policy meeting with MP Caroline Voaden Notes from the meeting were circulated. All but three parishes were represented. There was some interesting information that would help the Dittisham Neighbourhood Plan Steering Group, specifically about contradictions in Paragraph 14 of the National Planning Policy Framework. It was commented that there has been a national debate on land banking. **ACTION: Cllr Taylor** will circulate the notes to other members of the Neighbourhood Plan Steering Group.

8.2. Maintenance Working Group

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- 8.2.1. Update on urgent works **It was RESOLVED** to contract Jon Hodge to reset the post in the Ham Car Park at £470.
- 8.2.2. To consider quotations received for maintenance works **It was RESOLVED** to contract Jon Hodge to undertake the following maintenance work as quoted: 1) Replace post in level car park at £470.00 2) Replace bus shelter seat at £340.00 3) Footpath 14: Reposition stone and set in mortar at £180.00 4) Footpath 1: Extend pipe and cover with concrete to widen path at £230 5) Footpath 17: Step repair at £220.00
- 8.2.3. To receive quotation for annual tree inspection **It was RESOLVED** to accept the quotation of £485 + VAT for the annual Tree Inspection and for this to take place on 9 September 2026. Members of the Maintenance Working Group would like to meet the contractor on site. **ACTION: Cllr Bond** will liaise with local landowners to obtain access to view the trees as per the email. It was noted that an application has been made to put a TPO on some of the trees.
- 8.2.4. Work on the Ham Wall and Collapsed Wall by Sailing Club Footpath It was noted that the works have been completed by the contractor and that a good job has been done.
- 8.2.5. Refresh 'SLOW' road markings in Capton **It was RESOLVED** that Devon County Highways be asked to refresh the 'SLOW' road markings and 20mph road markings wherever they appear/have historically been in place on entry to Dittisham and Capton.
- 8.3. Footpaths update It was noted that there are ongoing queries with Devon County Council on reported broken signs F7 F9. When broken signs were reported there was an incorrect response that they have been fixed. It was noted that the maintenance team strimming the paths have reported broken signage directly to the Public Rights of Way Officer.
- 8.4. Car Park/Burial Ground Project Cllrs had read the Project Manager's report noting that the Solicitor has not yet progressed the Options Agreement. **It was RESOLVED** to arrange an EGM to discuss the new suggestion that the Parish Council consider accepting a transfer of land in place of the Options Agreement. Proposed dates would be circulated amongst those not present before confirmation. Cllrs considered arrangements for contracting and billing. **It was RESOLVED** that the Full Council would continue to consider matters relating to the Car Park and Burial Ground for the meantime rather than establishing a committee or committee with delegated powers. **It was RESOLVED** to approve the following quotations/costs associated in progressing the project:
- To Bartons Solicitors to review draft option agreement £1200 plus VAT
 - To Trace Design Consultations Limited for Fee proposal to consider the vehicular and pedestrian access and to submit these to the highway authority for initial comments and discussions at £2,400.00 plus expenses plus VAT
 - To Trace Design Consultations Limited, should a meeting with the Highway authority be considered beneficial, the fee for the preparation, attendance and reporting back would be £625.00 plus expenses plus VAT.
 - To South Hams District Council for expected costs of Pre Application process at £530
- 8.5. Ham Events Working Group To receive an update on terms and conditions. Ongoing.
9. **Clerk's update**
- Lengthsman Contract The role description for a Parish Lengthsman has been posted on the Council's website and shared with potential contractors. **ACTION: Cllr Bond** to do produce a poster for the shop and other spots around the village.
 - Parking app update SHDC has confirmed that it is not currently considering joining The National Parking Platform App (NPP). The Council is in a contact with PayByPhone until 2028, which provides a helpful solution to streamlining the resident's discount scheme.
10. **Bonfires and how to stop them** It was noted that there had been comments via local channels complaining about the nuisance and health hazard when burning green waste. There was discussion on setting some guidelines to publish for local information. **It was RESOLVED** that there would be benefit in drafting some guidelines for publication and circulation. **ACTION: Cllr Hawkes and Neale** to draft some guidelines ahead of September's meeting.
11. **Friends of the Dart** After discussion **it was RESOLVED** to support co-operation between Friends of the Dart (FoTD) and Dittisham Parish Council to help further the aims of FoTD, to help the Parish Council respond to public concern about discharge of effluent from sewers resulting in poor water quality and to support the Parish's Sustainability and Environmental goals by creating a strong link with the emerging Dittisham Neighbourhood Plan. It was agreed that there would be benefits to co-operate on the following projects: 1. Supporting the assessment of the capacity of South West Water sewage facilities in the River Dart catchment. Working together with FoTD and other Parish Councils would support the development of an evidence base that would in turn support consideration of planning applications and if new infrastructure would be needed for new development. 2. Demystifying South West Water's 5 year plan, providing input and holding South West Water to account. 3. Assisting FoTD in providing more comprehensive water quality data at Dittisham's bathing sites and elsewhere along the river front and assisting in the development of ideas to make this data more available

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and accessible. Cllrs proposed the Parish Council could test any new tools on the FoTD website and provide feedback. In addition it was noted that two Dittisham residents have been engaged in a pilot scheme operated by FoTD that supports volunteer training to identify and report pollution incidents to the Environment Agency. There was interest amongst cllrs in raising awareness of the 'River Guardians' scheme and supporting greater community engagement.

12. **Insurance renewal** It was **RESOLVED** to confirm arrangements for cover and give renewal instructions for cover to remain continuous. The Clerk will request the address be updated and query PAT testing of the Old Chapel Burial Ground wall.
13. **National Emergency Film** It was noted that there was a well-attended screening at The Flavel, Dartmouth, organised by Dittisham Sustainability Habitat Group. The film was introduced by John Nightingale and Monty Halls both who facilitated an interesting post film discussion. The Habitat Group are planning to organise a screening in Dittisham VH in September.
14. **Correspondence and Contacts** to note or consider

To note:

- Bus Timetable A generic timetable for the West Dart Bus has been published on the Parish Council's website.
- South Hams and West Devon Joint Local Plan South Hams District Council (SHDC) and West Devon District Council are working in partnership to prepare a new local plan for both areas outside. A scoping consultation to gather views will take place from Thursday 16 July until Thursday 14 September. [A timetable is available on the SHDC website.](#)
- South Hams Town & Parish Council Update Planning Changes Cllrs were informed of an email circulated to all Parish and Town Councils that confirm changes that the Government is making to the way in which planning applications are to be determined. From 31 October, Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 introduce a national scheme of delegation for all planning decisions. The Government's objective is to introduce greater clarity and consistency in the role of planning committees in development management decision-taking. The intended effect is that there will be fewer applications decided by planning committees and more delegated to officers. The 2026 Regulations adopt a two-schedule structure: Schedule 1 applications must be delegated to officers unless the application is one that is being made by the Council, or by an officer or member of the Council. Schedule 2 applications, which are the more significant applications, are subject to a presumption of officer determination but may be referred to committee where the nominated officer and nominated member agree that the statutory criteria for referral are met. The published regulations as laid before Parliament and statutory guidance can be found [here](#) and [here](#).
- Compliment for the PC Cllrs were informed of a message from a member of the public commenting that it is nice to see proper progress with positive projects that the Parish Council is leading or involved with.
- Patching works on Higher Street TTRO 2670061 Cllrs were informed of a temporary road closure in place between 8am – 6pm on 15 – 17 July 2026 to enable patching works. The road closure will affect: Higher Street, Brambletorre Cross to Higher Street, East Cornworthy Cross to Brambletorre Cross & East Cornworthy Cross to Brambletorre Cross, Dittisham/East Cornworthy. A signed diversion will be in place.
- SWW Surveys SWW's contractors have applied for minor permits to survey some of Dittisham's water system in advance of proposed works this Autumn. They will be in the area on 13 July and surveys will be undertaken with Stop and Go boards on 14-16 July.
- Open Eco Homes tour 2026 - call for hosts The co-ordinator of Sustainable Dittisham is seeking householders and projects in Dittisham, Ashprington & Cornworthy, Blackawton, Dartmouth and Kingswear willing to take part in this year's Open Eco Homes event, happening in autumn as part of the Devon-wide Open Eco Homes programme. Visitors are often most inspired by homes that are similar to their own. Ongoing projects and low-cost improvements such as heat pump installation, improved insulation, solar panel installation, creating a wildlife-friendly garden, experimenting with natural materials or simply taken steps to reduce energy use are all helpful when sharing experiences and helping someone else take their first step. Contact details have been shared on the Parish Council website.
- Overgrown trees on Riverside Road Following comments made at the Annual Parish Meeting, a report was made to DCC via the 'report it' website. The Tree Officer has been asked to visit the location and assess the trees to determine whether any action is required. He will also check whether there are any Tree Preservation Orders (TPOs) in place within this area. Cllrs are also informed that concern that overgrown trees are the sewage plant on Riverside Rd has been redirected back to the Dittisham Court Management Committee as it is their responsibility, not South West Water.

To consider:

- Variation application Woodlands Leisure Park Cllrs are informed of an application to change the premises license. It was agreed to make no comment.
15. **Next Meeting:** The next meeting of the Parish Council will be held on Wednesday 2 September 2026 at 7:00 pm.