

Lifton Parish Council

Minutes of the Parish Council Annual General Meeting held remotely using Zoom on 6th May 2021

These minutes are provisional until they are agreed at the next meeting of the parish council; they will be signed by the Chairman at the earliest opportunity.

Present: Cllr C Edmonds (Chairman), Cllr Elias, Cllr Glen, Cllr Lees, Cllr Measey, Cllr Parsons (from item 5.3 onwards) and Cllr Sutton-Woodhouse

1. Apologies: Cllr Dunn and Cllr Elworthy

2. Minutes: The minutes of the PC meeting 29th April 2021 were approved as a true and accurate record of the meeting and will be signed by the Chairman at the earliest opportunity.

3. Dispensations and Declarations of Interest: None

4. Visiting Speaker: None

5. Election of Officers

5.1 Chairman: Cllr Edmonds proposed, seconded and voted unanimously.

5.2 Vice-Chairman: Cllr Measey proposed, seconded and voted unanimously.

5.3 Employment Committee: Cllr Edmonds, Cllr Glen, Cllr Parsons and Cllr Sutton Woodhouse are on this committee; there is one vacancy. Cllr Lees proposed, seconded and voted unanimously.

5.4 Recreation Field Committee: Currently consists of Cllr Edmonds and Cllr Sutton-Woodhouse; there is one vacancy. Cllr Measey proposed, seconded and voted unanimously.

5.5 Appeals Committee: Cllr Measey is on this committee; there are two vacancies. Cllr Elias proposed, seconded and voted unanimously. Councillors agreed to defer the decision to fill the remaining vacancy on this committee until the June meeting.

Action: The Chairman to sign his acceptance of office form (for the role of Chairman of the Council) at the June meeting.

6. Public Participation/Borough Cllr. Update:

Public Participation: None

Borough Cllr. Update: The issues raised concerning the handling of the recycling bins on collection days have been addressed with the contractor. The 'in-cab' technology has been reviewed and the issues raised have been seen and dealt with. The bins should be stacked up after collection and not thrown on the grass. The contractor has faced a challenging time but will continue to monitor the situation as will the Mobile Locality Officer who has also been asked to undertake spot checks.

7. General items:

7.1 Highways Update

The Clerk reported that a further request had been made to the local PCSO for the Police Camera Safety Partnership Team to address the issues with speeding in Lifton. The CSP Team were going to install a Speed Data Recorder in the village however this did not happen as we went into the first covid lockdown last year. At this time the PC were not asking for the Lewdown Community Speedwatch Group to monitor speed in Lifton. All Councillors agreed that the Clerk should continue to pursue the matter with the local PCSO and CSP Team.

Action: The Clerk to keep Councillors updated on any further response from the PCSO and/or the Police Camera Safety Partnership Team.

7.2 Annual Review of Parish Council documents – To agree to postpone until later in the year

Councillors agreed to postpone the annual review of PC documents until later in the year.

Councillors also agreed to review the current list of cheque signatories in the future.

Action: The Clerk to place the Annual Review of Parish Council documents and review of cheque signatories on a future agenda.

7.3 Scheme of Delegation & Business Continuity Plan – For approval

Councillors considered the Scheme of Delegation & Business Continuity Plan that they received prior to the meeting. Formal approval was sought to allow the Clerk to continue work (pay invoices and respond to planning applications etc.) during the rest of May. The PC was no longer able to meet virtually via Zoom after today; the return to in-person meetings would take place in June.

Motion: To agree the Scheme of Delegation & Business Continuity Plan: proposed, seconded; all in favour (7).

7.4 Meeting schedule 2021-22

The meeting schedule for 2021-22 was shared and agreed by all Councillors. PC meetings remain on the 4th Thursday of the month with the exception of the October and December meetings.

Action: The Clerk to update the schedule on the parish website.

7.5 Defibrillator update

Cllr Measey confirmed that he was still undertaking regular defibrillator checks and submitting a report to the South Western Ambulance Service NHS Foundation Trust. He would continue to undertake these checks until the next meeting. There was a small amount of rust on the edges of the door. Cllr Sutton-Woodhouse agreed to try and remove the rust.

8. Reports:

8.1 QE11 report: The QE11 Recreation Ground Committee hoped to hold their AGM sometime in late June/early July once the current lockdown restrictions were lifted. A full report would be made available to the parish council.

9. Finance

9.1 For payment

Clerk's salary for May (to be paid on 28th May 2021)	£ 416.22
Clerk's expenses:	
Bird nesting box for Lifton burial ground wildlife garden	£ 20.94
Monthly subscription for Zoom for LPC	£ 14.39

Proposed and seconded that all the above payments be made.

[Total payments: £451.55]

Action: Clerk to make all payments online.

9.2 Payment received:

Interest	£ 0.08
WDBC - 1st precept 2021/22	£7,105.00

9.3 Outstanding invoices: None

General matters relating to Finance:

9.4 None

10. Planning

10.1 Applications: None

10.2 Approvals: None

10.3 Refusals: None

General matters relating to planning:

10.4 None

11. Correspondence: Councillors received details about:
Local Flood Risk Management Strategy Newsletter - April 2021

12. Councillors' items for future agendas: Annual Review of Parish Council documents, Review of cheque signatories, Appeals Committee (to fill remaining vacancy) and Public Footpaths.

Next Meeting: 7.00pm - Thursday, 24th June 2021, QE11 Recreation Ground Pavilion

Meeting closed at 19:45.

SIGNED..... Date.....