

## Lifton Parish Council

Minutes of the Parish Council Meeting held remotely using Zoom on 21<sup>st</sup> May 2020

*These minutes are provisional until they are agreed and signed by the chairman at the next meeting of the parish council*

**Present:** Cllr C Edmonds (Chairman), Cllr Moore, Cllr Glen, Cllr Measey, Cllr Sutton-Woodhouse and Cllr Elworthy

**1. Apologies:** Cllr Parsons

**2. Minutes:** The minutes of the PC meeting 27<sup>th</sup> February 2020 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. To consider and agree the Standing Orders Addendum and Business Continuity Plan**

The Standing Orders Addendum and revised Business Continuity Plan were considered by Councillors.

**Motion: To agree the Standing Orders Addendum and revised Business Continuity Plan: proposed, seconded; all in favour (6).**

**5. To formally adopt the latest Register of Delegated Decisions**

Councillors noted all the payments made via the delegated decision process which totalled £2,482.28.

**Motion: To formally adopt the latest Register of Delegated Decisions: proposed, seconded; those in favour (4). The Chairman and Vice-Chairman abstained from voting as they form part of the delegated decision process.**

**6. To agree to cancel the Annual Parish Meeting for 2020**

Due to current Government restrictions regarding group gatherings and legislation regarding meetings, Councillors agreed that it would not be possible to hold the Annual Parish Meeting in 2020.

**Motion: To cancel the Annual Parish Meeting for 2020: proposed, seconded; all in favour (6).**

**7. Public Participation/Borough Cllr. Update**

Borough Councillor Update:

As you would expect, the Borough Council has been fully focused on their COVID19 response. Staff have been redeployed from across the two Councils to provide support to residents and local businesses. We have been working closely with DCC to provide food boxes for shielded residents and extended this service to identified vulnerable members of the Borough.

Support has been provided for community groups' who have responded magnificently to the challenge of providing assistance to vulnerable residents in their respective communities.

The Council has also been responsible for administering the Government's small business support grant. To date, approx. 1200 applications have been processed with almost £15m pounds deposited in small business bank accounts. The Finance Team have worked long hours to process these applications, including weekends, to ensure that funds were made available in a timely manner, providing a lifeline for many of these businesses.

Central Government recently announced a top-up business grant funds scheme aimed at supporting businesses who were not eligible for the first tranche of funding. Whilst this is a discretionary fund, the Devon district councils have agreed a set of criteria to be applied consistently and fairly across the county. It is difficult to estimate how many applications will be received, but the Finance Team stand ready to process applications and distribute funds to successful applicants. The online application process via the WD website will be available from early next week.

Working in partnership with DCC, West Devon has launched an emergency welfare support fund for people who are facing significant financial hardship as a result of changes to their income during this difficult time. The fund will assist people who may be waiting to receive universal credit or provide assistance to the self-employed who need short term help. There is a simple online application on the WD site for individuals to complete to access the funding.

The WD site has a very informative page for businesses setting out details of the various grants and loans available from the Government.

As the Council moves out of the response stage into recovery, a plan is being developed by officers and members to restructure and refocus our priorities, to address the emerging needs of residents and businesses. Our aim is to 'build back better' by understanding the lessons I am sure we have all learnt during this crisis.

The Council's annual meeting has been cancelled due to the crisis, which means that we continue with the current leadership team and committee structure. The existing Mayor and Deputy Mayor also stay in situ.

**Action: The Chairman to follow up on a local application made under the small business support grant scheme.**

## **8. Chair's Report**

**PC COVID19 Response:** The support group is now well established and boasts some 17 volunteers who have been grouped into the three main areas of the parish. The safety of our volunteers has been a priority and as a matter of good practice, a risk assessment has been issued to each volunteer to help them manage their activities in a safe and reasonable manner. We are very fortunate to live in a parish which is largely self-sufficient in terms of basic services, for this reason, we have restricted support activities to within the parish boundary in the interests of volunteer safety.

The group's activities have been well publicised, but we decided not to leaflet drop every household in the parish as some residents may object to strangers approaching their property, thus increasing their risk of infection. We also need to be mindful of volunteer safety.

West Devon and DCC are both offering funding to community support groups, but at this stage we have not identified a funding need.

When this crisis is eventually behind us, it may be worth considering what happens to the support group. We are faced with a severe economic downturn, which could lead to unemployment/financial

hardship for some residents in our community. The group may well have a role to play in such circumstances.

**Village Trees:** You may recall that I ordered 30 free trees from the Woodland Trust in November of last year. Just after the lockdown commenced, the trees arrived on my doorstep, clearly it was not the right time to undertake planting around the village, so they are now socially distancing in my garden until the autumn.

**Councillor Vacancy:** Following consultation with a member of the Elections Team at West Devon, it has been agreed that the appointment of a new Parish Councillor should be deferred until we resume physical meetings. It would be difficult to meet prospective candidates in a virtual situation and extremely difficult for a new member to 'learn the ropes' under these unique and challenging conditions.

**Tree Removal:** Martin Ashley has removed the tree on the bank behind the bus shelter. He was able to carry out the work without closing the road, which represents a significant financial saving to the PC. The cost of this work was £250.00, duly authorised by the Chair and Vice Chair using delegated powers.

Finally, I would to thank our Parish Clerk for the way she has successfully managed this unprecedented situation, whilst having to deal with the financial year end and audit requirements.

## **8a. Dog Fouling**

Following concerns raised directly with the Parish Council and on local social media regarding an increase in dog fouling in the village since the Covid-19 lockdown restrictions commenced, Councillors were informed that these complaints had now been reported to West Devon Borough Council.

The mobile locality officer had since provided new signage to be displayed in the areas of concern and had undertaken a patrol around Lifton, finding evidence of dog fouling in two areas.

The Clerk was asked to provide an update to residents via a response to be posted on the village community Facebook page. Residents would be reminded that it was also their personal responsibility to pick up after their dogs and to dispose of the waste in the existing dog and rubbish bins around the village or to take it home with them.

**Action: Clerk to form a response to be posted on the village community Facebook page.**

## **9. Finance**

### **9.1 For payment**

Clerk's salary for May 2020	£ 389.33
Clerk's overtime for additional hours worked during Coronavirus pandemic:	
March: 3 hours April: 8 hours 45mins May: 1 hour 15min	£ 137.41
Clerk's expenses: Subscription to Zoom on behalf of LPC	£ 143.88

Mrs Nicola Taylor – Internal Audit fee £ 20.00

**Proposed and seconded that all the above payments be made.**

[Total payments: £690.62]

**Action: Clerk to make all payments online.**

### **9.2 Payment received:**

Interest for Feb (43p), March (37p) and April (41p)	£ 1.21
1st precept 2020/21	£6,972.50
Spry Funeral Services (Internment Fee)	£ 100.00

### **9.3 Outstanding invoices: None**

General matters relating to Finance:

#### **9.4 End of year bank reconciliation**

The Clerk shared the bank reconciliation with the PC. No issues found – confirmed by internal audit.

#### **9.5 End of year financial summary**

The Clerk shared the end of year financial summary with the PC.

#### **9.6 Audit 2019-20:**

##### **9.6.1 Internal control review 2019-20**

The Clerk shared the internal control review with Councillors and highlighted the points to be aware of. There are no concerns.

##### **9.6.2 Internal audit report**

The internal audit report was shared with Councillors. There were no concerns.

**Motion: To accept the internal audit report: proposed, seconded; all in favour (6).**

##### **9.6.3 To consider, approve by resolution and sign section 1 – annual governance statement 2019/20**

The annual governance statement for 2019-20 was considered by the PC.

**Motion: To approve the annual governance statement: proposed, seconded; all in favour (6).**

The statement was completed and will be signed by the Chair and the Clerk in due course.

*Due to physical meetings not being able to take place, the audit paperwork will be signed in due course whilst adhering to all current Government restrictions.*

##### **9.6.4 To consider, approve by resolution and sign section 2 the accounting statements 2019/20**

The annual accounting statements for 2019-20 were considered by the PC. Only one explanation of variance was required: In financial year 2018/19 a one off TAP Grant was received for work at the QE11 for £2300. Removing this would give 'total other receipts' of £10,894 in the year 18-19, which would leave a variance of 0.17%.

**Motion: To approve the annual accounting statements: proposed, seconded; all in favour (6).**

The Accounting statements will be signed by the Chair (*as detailed in 9.6.3*).

### **9.6.5 To consider, approve by resolution and sign the Certificate of Exemption – AGAR 2019/20 Part 2**

The Certificate of Exemption – AGAR 2019/20 Part 2 was shared with Councillors. Councillors were informed that during the financial year 2019/20, the higher of the authority's total gross income for the year or total gross annual expenditure for the year did not exceed £25,000.

**Motion: To approve the Certificate of Exemption – AGAR 2019/20 Part 2: proposed, seconded; all in favour (6).** The Certificate of Exemption will be signed by the Chair (*as detailed in 9.6.3*).

### **9.7 To consider the quote for urgent work at Lifton Parish Cemetery**

The quote for urgent work at Lifton Parish Cemetery was shared with Councillors. The PC had received a couple of complaints regarding the state of the graveyard therefore the contractor had been asked to provide a quote for some urgent work that was needed to cut the grass and remove the weeds etc., outside of his existing contract.

**Motion: To approve the quote and instruct the contractor to undertake the urgent work at the cemetery: proposed, seconded; all in favour (6).**

**Action: The Clerk to instruct the contractor to undertake the urgent cemetery work.**

### **9.8 To consider the quote for grass cutting at the Recreation Field**

The quote for grass cutting at the Recreation Field was shared with Councillors. The current contractor was unable to fulfil the contract during the current virus pandemic due to a loss of workforce. It was agreed that the contractor who currently undertook the grass cutting around the perimeter of the recreation field be asked to provide a quote for this additional area of grass cutting. There were sufficient funds in the 2020-21 PC budget to cover this work as it had already been allocated.

**Motion: To approve the quote and instruct the new contractor to undertake the grass cutting at the Recreation Field: proposed, seconded; all in favour (6).**

**Action: The Clerk to instruct the contractor to undertake the grass cutting at the Recreation Field.**

## **10. Planning**

### **10.1 Applications:**

0990/20/FUL - Proposal: Erection of two number 2-bedroom houses in the existing front garden (resubmission of 0813/19/FUL). Address: Beechwood House Station Road Tinhay PL16 0AN

Lifton Parish Council do not support the above planning application as they still have the same concerns expressed in the original planning application last year. There are still concerns regarding vehicular access to the property given that there will not be space to turn cars on the property and they will be reversing onto a busy road on the inside of a noticeable bend. As reversing would also be occurring over the pedestrian footpath, this also still raises concerns over pedestrian safety.

**Proposed and seconded. PC decision: not support; all in favour (6)**

### **10.2 Approvals:**

2534/19/FUL - Location: Whitehall Cottage Old Tinhay Lifton PL16 0AL. Application Type: Full Planning Application. Proposal: Erection of double garage and extension of residential curtilage. Decision: Conditional Approval

0517/20/TCA - Proposed works: T1: Horse Chestnut - Fell due to safety concerns. T2: Lime - Fell due to poor form and major cavity. Location: St Mary The Virgin, Parsonage Court, Lifton, PL16 0BJ. Decision: Trees in a Conservation Area: No Objections Raised

3991/19/HHO - Location: 8 Ash Vale Lifton Devon PL16 0LB. Proposal: Householder application for provision of sunlounge, porch and carport. Decision: Conditional Approval

0301/20/FUL - Location: Riverside Launceston PL15 9QX. Application Type: Full Planning Application. Proposal: Retrospective application for an agricultural shed. Decision: Conditional Approval

3881/19/ADV - Location: Ridgecombe Barn Lifton PL16 0HD. Application Type: Advertisement Consent. Proposal: Advertisement consent for a sign at the entrance of the track to office premises. Decision: Advertisement Consent

0370/20/FUL - Location: Land at Sx 395 842 Road Past Elmfield Lifton Devon. Application Type: Full Planning Application. Proposal: Erection of general-purpose agricultural shed. Decision: Conditional Approval

10.3 Refusals: None

10.4 Appeals: None

General matters relating to planning:

10.5 There is no statutory consultation requirement on the applications below - the information is being sent for information only:

0992/20/AGR - Application Type Agricultural Determination. Prior approval for proposed relocation of agricultural storage barn (Barn A) Cart Lodge Farm Launceston PL15 9QX.

1014/20/AGR - Application Type Agricultural Determination. Prior approval for proposed relocation of agricultural storage barn (Barn B).

## **11. Correspondence**

The Clerk shared the following information with Councillors:

Devon Local Flood Risk Management Strategy Update - April 2020 Strategy Newsletter  
Reallocation of Roadspace for Active Travel – Clerk to circulate to Councillors via email

## **12. Councillors' items for future agenda**

As outlined in the above minutes.

## **Next Meeting**

7.00pm, Thursday, 25<sup>th</sup> June 2020 via Zoom

Meeting closed at 20:49

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