

## Lifton Parish Council

### Minutes of the Parish Council Meeting held remotely using Zoom on 23<sup>rd</sup> July 2020

*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 Moore, Cllr Elworthy, Cllr Parsons, Cllr Measey and Cllr Sutton-Woodhouse

**1. Apologies:** Cllr Glen

**2. Minutes:** The minutes of the PC meeting 25<sup>th</sup> June 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:** Cllr Elworthy declared an interest in the planning application 1895/20/OPA (Item 9.1).

#### **4. Councillor Resignation**

The Clerk was asked to read out Councillor Sparrow's letter of resignation and was asked to write to Dr Sparrow on behalf of all Councillors to thank him for his service and to wish him well for the future. The Clerk informed Councillors that she would liaise with Electoral Services at West Devon Borough Council and publish the Councillor vacancy notice. The vacancy would be advertised for a 14-day period and after such time if an election has not been requested, the Parish Council would be able to advertise locally to fill the casual vacancy.

The Parish Council has 2 Councillor vacancies at the current time and would look to advertise both vacancies at the same time, in the event that an election is not requested for the new vacancy.

**Action: Clerk to write a thank you letter to Dr Sparrow, to liaise with WDBC and to keep Councillors up to date regarding the Councillor vacancy.**

#### **5. Public Participation/Borough Cllr. Update**

Public Participation:

In agreement with Councillors, the Chairman invited the members of the public present to speak.

Representation was made by a resident in relation to planning application 1895/20/OPA (Item 9.1 on the agenda). The Clerk was asked to read out their letter of objection as follows:

'We oppose the above application for 2 2storey houses on the following material planning grounds-

- 1] Detrimental impact on setting & ambiance of nearby Grade I Listed Property [St Marys Church]
- 2] Detrimental impact on Grade 2 Listed Property immediately opposite [The Manor House] in that the proposed 1st floors would overlook this property & result in loss of privacy & impact residential amenity.

- 3] Detrimental impact on the immediate adjoining Conservation Area in that 2 storey buildings are completely inappropriate & insensitive given that all the current properties on the east side of Duntz Hill are single storey.

In summary we are opposed to 2 storey development on this site but would not necessarily object to a single storey development'.

In relation to the same planning application, representation was made by another resident who also objected to the application. They reported that their property at Meadowcroft sat at a 90-degree angle to the rear of the hall, the garden was 3.5 metres from the closest corner of the hall and that their lounge/dining room was 11 metres away from the back wall of the hall. Their property was lower than the hall and they felt that the proposed development was detrimental to the privacy in their kitchen and that it would also overlook their garden, dining room, conservatory and lounge. They felt there was not enough room for 2 2 storey buildings on the site. There would be a loss of light to their own property and due to the close proximity of the proposed dwellings, they would experience noise disturbance once the properties were occupied. They also felt that the proposed dwellings were out of context with the existing properties on Duntz Hill. The resident did not object to the site being developed but would be more comfortable with just 1 single-storey dwelling.

#### **Borough Councillor Update:**

The Locality Officer (LO) at WDBC had been made aware of the recent issue with the recycling bins not being stacked or closed properly. The LO has liaised with the contractor and all crews have been reminded to leave the bins tidy. Spot checks would be carried out to ensure this was being done. The work on WDBC's recovery plan was on-going and despite recent news reports about other local authorities, West Devon was financially secure and although there was the possibility of a budget shortfall, this could be covered by the reserves held. There were currently no cuts to services being considered.

### **6. General items:**

#### **6.1 Highways**

Councillors were informed that the broken sign at Yeat Lane had not yet been repaired. This was due to the contractor dealing with a backlog of work. The two 30mph road signs at Leat Road had been reported; one sign had been cleaned but the other one still needed to be replaced. The Chairman would follow this up to ensure the above signs were dealt with.

#### **6.2 Village seat**

Councillors had been asked to look at a couple of potential bench options following the discussion and decision taken at last month's meeting. They were also asked to consider the location for the bench.

The Clerk confirmed that Highways had been consulted about a potential site for the bench on the verge on the south and east side of Tinhay Bridge (by Whitehall Cottage). The verge is quite wide there and it could look southwards along the road. Highways had checked DCC records and the verge is shown as highway. DCC would not have any issues with a seat being installed subject to the condition on the seat application form, which had been provided. Highways advised that the Parish Council may wish to check with local residents to see if they have any concerns with a seat going near their property.

Councillors agreed with the proposed site, subject to consultation with local residents and agreed that a heavy duty back bench should be purchased from Plastecowood Operations at a cost of £310.00. The additional costings for the concrete base and brackets were also taken into consideration.

Councillors were informed that the cost of the bench and its installation could be covered by the ward members locality budget and Parish Council funds.

**Action: Clerk to liaise with the Chairman regarding the consultation with local residents directly opposite to the agreed site and with the application to Devon County Council. The Clerk would contact the bench supplier to confirm the costs and delivery process.**

### **6.3 Mobile phone mast update**

Councillors were told that the expected site visit for the mobile phone mast would take place in early 2021. The Chairman would keep them informed on any further updates relating to this visit.

### **6.4 Website accessibility and upgrade**

Prior to the meeting, the Clerk had circulated a quote for a new parish website by its current web and email provider, Vision ICT.

Councillors were informed that as the current website is on a much older platform (created in 2013) and is not fully responsive on mobile devices, it cannot just be upgraded to be compliant with all the new website accessibility regulations (WCAG 2.1) and GDPR etc. A quote of £1,195 for a new website had been provided by Vision ICT.

The Clerk reported that if the decision was taken to have a new website, Vision ICT would put a statement on the current website stating that it does not meet the new guidelines but that a new website would be launched shortly. There would be no additional cost to the Parish Council for Vision ICT to do this but it would mean there should not be any issues come the September deadline for the new regulations and the current website not being compliant.

Councillors discussed the options and agreed that although a new website was required, the Clerk be asked to source one or two other quotes from other suppliers, before they made a decision.

**Action: Clerk to ascertain more quotes for a new parish website and report them to the August meeting.**

### **6.5 Future Parish Council Meetings**

The Clerk circulated proposed parish council meeting dates for the rest of 2020 to all Councillors. Councillors discussed future meeting venues and agreed to hold the August meeting via Zoom. The Clerk was asked to scope out a potential venue within the village for the September meeting providing all government guidelines could be adhered to.

**Action: Clerk to find suitable local venue for September's Parish Council meeting.**

### **6.6 Burial Ground – Storage of records**

Following the Clerk's attendance on the Cemetery Management Course earlier this year, Councillors were informed that the Parish burial ground records needed be kept safe and securely. It was advised

that the record books should be kept stored in a lockable cabinet and ideally, in fire and waterproof bags or files.

Councillors were provided with a couple of options to consider and all agreed that the Clerk be authorised to purchase a 2-drawer lockable filing cabinet and the appropriate number of fire and waterproof bags/files.

**Action: Clerk to purchase items as detailed above and claim back on her expenses.**

## **7. Reports:**

**QE11 report:** The playground had been reopened and was being well used. Some repair work had been carried out to the playhouse. The Chairman reported that he had power-washed the pavilion.

## **8. Finance**

### **8.1 For payment**

Clerk's salary for July 2020	£ 389.33
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Martin Ashley & Son Gardening Services:

Cemetery - Extra grass cutting, clearing brambles & shrubs (inc. £60.00 VAT)	£ 360.00
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Recreation Field – Grass cutting: Apr/May/Jun/Jul (inc. £80.00 VAT)	£480.00
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Green and verge grass cutting (inc. £165.00 VAT)	£990.00
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Cemetery grass cutting: Apr – Jul (inc. £150.00 VAT)	£900.00
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**Proposed and seconded that all the above payments be made.**

[Total payments: £3119.33]

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

### **8.2 Payment received:**

Interest	£ 0.39
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### **8.3 Outstanding invoices: None**

General matters relating to Finance:

**8.4 Bank reconciliation:** This was shared with Councillors

## **9. Planning**

### 9.1 Applications:

1895/20/OPA - Proposal: Outline application with all matters reserved to demolish existing redundant village hall and replace with two detached open market dwellings. Site Address:

Lifton Village Hall, Duntz Hill, Lifton PL16 0BJ

The Chairman reported that Councillors were being asked to respond to the application, as advertised on the Site Notice. This application has been advertised as outline with all matters reserved to demolish the existing redundant village hall and replace it with 2 detached open market dwellings. The site notice also stated that it effects the site of a listed building and a conservation area. The application form indicates 2 4-bedroom detached houses on this site however the design and access statement put forward by the agent confirms the design, scale and appearance are to be determined at the reserved matters application.

Councillors were informed that the design referred to the Cornwall local plan in error, it should be the Devon joint local plan. A consultation response has not been received by Historic England regarding the listed buildings (Grade 1 and Grade 2) and the Highways response was Standing Advice, although access is a reserved matter. There had been 1 letter supporting the application and the 2 objections heard at this meeting.

Councillors were not being asked to consider the 2 2 storey 4-bedroom houses, they could only respond to the outline application as detailed above. The outline application did not give the developer permission for 2 4-bedroom detached houses.

As the application form indicated the type of the development on the site, if Councillors wished to make comment on that point, this could be added to the response to West Devon but that it had to be made clear that it did not form part of the Parish Councils decision of supporting or not supporting this application as advertised. To be clear and fair, the Chairman consulted with the planning officer and a member of the West Devon legal team who both agreed the approach as outlined above.

The Chairman gave his view, stating that he supports the principle of development of this site but he had difficulty in knowing whether it should be 1 or 2 properties on the site. There were national standards for floor space in comparison to plot size and also standards for amenity space. Until he had that level of detail, which will be provided by the planning officer, he was unable to support the proposal for 2 detached properties. On that basis, he would abstain from the vote to ensure that when the further information is available, he could make an informed decision as part of his ward member role. With regard to the 4-bedroom houses stated in the application form and the concerns expressed by residents at the meeting, he would keep these in mind throughout the planning process. He could not comment further until he had the benefit of Historic England's response, the opinion of the planning officer and the landscape specialist in relation to the potential overlooking issues and landscape impact.

Councillors discussed the outline application and agreed that it was not the clearest. Whilst they supported the principle of the development of the site and the demolition of the existing church hall, the majority did not support the proposed 2 detached open market dwellings.

**Proposed and seconded. PC decision: support (1); not support (3); abstain (2)**

#### 9.2 Approvals:

1153/20/ARC - Location: Selvi Cottage Liftondown PL16 0DB. Proposal: Application for approval of details reserved by condition 5 of planning consent 3495/16/FUL. Decision: Discharge of condition Approved.

#### 9.3 Refusals:

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

#### 9.4 Appeals: None

General matters relating to planning:

9.5 Planning Application No: 1834/19/ARM - North Road Development. Ward Member update  
The Chairman provided a brief update in his capacity as Ward Member on the North Road development and said that a decision is expected shortly.

**10. Correspondence**

The Clerk shared the following information with Councillors:

Locality Fund – email from County Councillor Ball: Councillors agreed that the Chairman, in consultation with the QEII Committee, proceed with an application for funding for new play equipment for the playground.

BT Telephone kiosk consultation: The Clerk confirmed that a response to the consultation had been sent, stating exactly the same reasons previously provided to last years' consultation, objecting to the removal of the phone kiosk at the village green.

Healthy Start Programme: Details of the scheme had been published on the Parish website and village Facebook page.

**11. Councillors' items for future agenda**

As outlined in the above minutes.

**Next Meeting**

7.00pm, Thursday, 27<sup>th</sup> August 2020 – via Zoom

Meeting closed at 21:00.

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