

## Lifton Parish Council

**Minutes of the Parish Council Meeting held remotely using Zoom on 27<sup>th</sup> August 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 Glen, Cllr Parsons and Cllr Measey

**1. Apologies:** Cllr Elworthy and Cllr Sutton-Woodhouse

**Apologies not received:** Cllr Elias

**2. Minutes:** The minutes of the PC meeting 23<sup>rd</sup> July 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 Measey declared an interest in the planning application 1408/20/OPA (Item 8.1).

#### **4. 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 1408/20/OPA (Item 8.1 on the agenda). Whilst they did not object to the enhancement of facilities at Strawberry Fields, they did object to the industrial development of the site and the effect this would have in the village in terms of increased traffic caused by this proposed development and the future housing development and the wider impact these would have on the village shop and post office which were particularly important to the elderly. They felt that the increased traffic would not solely access the site via the A30, that the roads in Liftondown would be affected enormously and that industrial development on the way into the village made no sense. The use and amount of large commercial vehicles would also have an impact. They expressed concern that lighting of the proposed industrial development at night would impact the surrounding area as well and for all the reasons stated above, they strongly objected to this application.

In relation to planning applications 2208/20/HHO and 2209/20/LBC (also Item 8.1), the resident informed Councillors that the proposed refurbishment and extension of Lifton Park Cottage was to stop the building falling down and to help the owners in the future. The cottage was former staff housing for the estate and was now in need of refurbishment.

Representation was made by the applicant for planning application 1408/20/OPA (Item 8.1 on the agenda). Councillors were informed that this was the re-advertisement of the same application that was considered and fully supported by Councillors at a previous council meeting. A revised site location plan had now been provided which detailed an adjustment to the red line boundary; a small triangle of land had been identified as being in the ownership of Highways England. As reported to Councillors previously, the site was earmarked for industrial land use in the joint local plan and will be used by businesses, thus providing local employment opportunities.

Borough Councillor Update:

The bi-annual cut of the West Devon Drive has been done in August, as opposed to September, due to its increased growth caused by the recent weather. The contractor will monitor future growth and Councillors may have to decide whether to spend on a further cut later in the year.

A Solar Panel group-buying scheme for homeowners has been launched to help them save money and help save the planet. Registration for the scheme was free. Full details were available on the parish website and village community Facebook page.

WDBC is offering to install gas central heating for free, for residents who meet the qualifying criteria and the housing income threshold. WDBC would look to identify property owners in Lifton in fuel poverty and would put together a focussed package for them.

This year's flu vaccinations would be taking place at Tavyside Surgery in Tavistock and not at Lifton Surgery. This was in response to the coronavirus pandemic and the need to adhere to social-distancing rules. Those residents who are unable to make the journey to Tavistock are asked to call the surgery to make alternative arrangements. It was hoped that this arrangement would be for this year only due to the current circumstances.

Councillors asked about the arrangements for those residents who may still be shielding. The Chairman would look into the matter and provide a response via the Clerk.

## **5. General items:**

### **5.1 Highways**

Councillors were informed that rubbish had been dumped outside the old church hall which included a washing machine, gas cylinder and bin bags. These had been reported to WDBC who had confirmed that they would arrange for the items to be removed.

The flooding issues around the Arundel car park were on-going as were the issues with flooding at The Haven. Although Highways had cleaned up, further work was needed to re-engineer the flow of water in some way.

The broken white marker post at the village green on Fore Street had been reported to WDBC along with an uneven drain cover in the road, next to the kerb, in Fore Street opposite the entrance to Lifton Hall. The road debris at Leat Road had now been cleared.

The Clerk was asked to contact the local Highways Officer regarding a large hole that had appeared on New Road caused by subsidence.

The road-surfacing work from Liftondown Cross to Melcroft Cottage would take place on 7<sup>th</sup> to 11<sup>th</sup> September 2020 and a diversion would be put in place.

**Action: Clerk to contact Highways Officer regarding hole/subsidence in New Road.**

### **5.2 Village seat**

The Clerk had written to local residents whose property was close to the proposed site for a new village bench. The resident's responses were shared with Councillors prior to the meeting.

In view of the issues raised, Councillors decided that the new bench would not be placed in the proposed location in Tinhay.

Councillors expressed concern around some of the other issues the residents had raised in their correspondence regarding noise, litter, camping by the river etc. The Chairman agreed to look into these matters further and to report back to Councillors next month.

Councillors discussed alternative bench locations and all agreed that it would be more appropriate to place another bench in the QEII recreation ground given this area had become more popular in recent months.

The Clerk reported that the heavy duty back bench that Councillors had initially wanted was no longer in stock and that the available alternative would cost £150.00 plus VAT for delivery to Lifton.

Councillors were informed that there was still an unused bench currently being held in storage at the QEII and all agreed that this would be suitable to use. The plaque removed from the old bench could be displayed on the new bench.

**Councillors agreed to abandon the proposed Tinhay site; to use the available bench currently in storage and to defer the decision around the new bench location to the QEII Recreation Ground Committee. All agreed.**

**Action: Chairman and Vice-Chairman to reassemble bench and liaise with the QEII Recreation Ground Committee regarding its new location.**

**Chairman to look into issues raised by the residents of Tinhay, as detailed above and to report back in September.**

### **5.3 Website upgrade**

Prior to the meeting, the Clerk had circulated 3 quotes for a new parish website by its current web and email provider, Vision ICT; Parish Council Websites and MiHi Digital. The Clerk had also provided a summary of the costs involved and the packages on offer.

The Clerk reported that a decision needed to be made due to the new website accessibility regulations coming into force in September, the current website not being compliant and it no longer being fit for purpose given it was 7 years old.

Councillors discussed the options and agreed to remain with the current provider, Vision ICT. The Clerk was asked to liaise with Vision ICT and to ask them to provide a website accessibility statement and create a new Lifton Parish Council website.

**Motion: To remain with Vison ICT and to instruct them, via the Clerk, to create a new Parish Council website. Proposed; seconded; all in favour.**

**Action: Clerk to formally instruct Vision ICT to create a new parish website and website accessibility statement.**

#### **5.4 Future Parish Council Meetings – Update from DALC**

The Clerk had circulated Devon Association of Local Councils latest newsletter and advice regarding the return to physical meetings to all Councillors.

DALC strongly advise and recommend that council meetings continue to be held remotely for the foreseeable future. The current regulations enabling remote meetings are in place until May 2021. There is no expectation for PC's to resume physical meetings currently. As health experts continue to discuss 'a second wave' for the autumn, remote meetings still provide the safest option to conduct council business for members, staff, and the community.

Councillors were informed that as attendance numbers could not be limited by the parish council, all local residents had a right to attend the monthly meetings. Given the current guidelines around social distancing, managing risk, and the need to wear masks inside, **Councillors agreed to continue to hold their monthly meeting remotely for the time being. All agreed.**

#### **5.5 Councillor vacancies**

The Clerk reported that she had received confirmation from Electoral Services at WDBC that they did not receive any requests for an election to fill the vacancy following Dr Sparrow's resignation.

Lifton Parish Council were now in a position to co-opt to fill the two current vacancies (including a replacement for Cllr. Willing who resigned earlier in the year); the co-option for this vacancy had to be put on hold due to the Covid-19 government restrictions.

Councillors agreed that the two vacancies should be advertised locally on the parish website, village noticeboards and on the community Facebook page. A closing date of 15<sup>th</sup> September 2020 was agreed. Applicants would be asked to apply via letter or email to the Clerk with a maximum of 250 words (or less).

**Action: Clerk to finalise advert with the Chairman and arrange for its publication as detailed above.**

#### **5.6 Burial Ground – metal sheets**

Councillors were informed that there were 6 metal sheets in the cemetery that needed to be removed. This had been discussed with the contractor who confirmed he would be charged to dispose of the sheets. As there were also some unwanted items at the QEII recreation ground, a local scrap metal merchant had been contacted concerning the removal of these items along with the 6 metal sheets at the cemetery. The Chairman would follow this up with the company when they resume working next week.

#### **5.7 Locality Budget Award - Lifton Parish Council**

A meeting had been held at the QEII recreation ground with a representative from a play equipment company based in Torrington and members of the QEII recreation ground committee. They discussed a phased project to replace the existing equipment in the QEII play area. Plans and a quote were

currently being drawn up. Funding of such a project would be an issue given that most grants being awarded were for covid-19 related projects however the Chairman reported that he had submitted an application for a Locality Budget Award. County Councillor Kevin Ball was pleased to confirm his support for this project and had awarded £1,000 to Lifton Parish Council from his locality budget. Further funds could be raised through Section 106 agreements from future developments in the village and by other funding methods.

### **5.8 DALC Newsletter 42 – Changes to Planning Laws**

Councillors had received a copy of DALC Newsletter 42. The government is considering an overhaul of the planning system and is interested in how that will affect parish and town councils in their role as statutory consultees.

The Clerk was asked to circulate a NALC planning document which detailed the consultation, briefings and information on how to respond, to all Councillors. Councillors were asked to read this document and to respond as individuals. Comments would then be discussed at September's meeting. All agreed.

**Action: Clerk to circulate NALC planning consultation document to all Councillors via email for them to respond directly. Clerk to place item back on agenda in September.**

## **6. Reports:**

**6.1 QE11 report:** Minor problems were being dealt as and when they occur. There had been an issue with a car being driven on the actual recreation ground. The committee has not held a meeting since February 2020.

## **7. Finance**

### **7.1 For payment**

Clerk's salary for August 2020 (£405.17 new monthly salary plus £18.24 backdated from 27<sup>th</sup> June 2020)

£ 423.41

Clerk's expenses:

Fireproof/waterproof storage box for burial ground records x2 (£19.99 each) £ 39.98

Metal 2-drawer A4 filing cabinet £ 54.99

A4 filing cabinet suspension files (pack of 25) £ 15.99

HP Printer ink cartridges (black and tri-colour multipack) £ 52.95

Postage – village leaflets £ 2.95

Parish Online (incl £6.00 VAT) £ 36.00

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

[Total payments: £626.27]

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

### **7.2 Payment received:**

Community First Insurance – refund £ 111.67

Interest £ 0.39

### **7.3 Outstanding invoices: None**

#### General matters relating to Finance:

#### **7.4 COVID-19 Business grant application**

The Chairman reported that a grant application had been submitted to WDBC relating to the business rates for the cemetery in North Road, Lifton.

The Government had recently changed the rules since the first round of small business grant funding and it now included town and parish councils in their guidance as eligible to apply for the grant. This now included parish councils who owned their cemetery and were in receipt of small business rate relief.

The deadline for the submission of new applications was Monday, 24<sup>th</sup> August 2020. WDBC had paid out a total of £16m in grants from money provided by the government.

Just prior to this meeting, the Clerk received notification that Lifton PC's grant application had been successful and that it would be receiving the £10,000 grant. The money was not ring-fenced to the cemetery so Councillors were asked to give some thought to future projects that this money could be used for and to discuss this at next month's meeting.

### **8. Planning**

#### 8.1 Applications:

2208/20/HHO - Proposal: Householder application for refurbishment and extension of existing attached cottage. Site Address: Lifton Park Cottage, Lifton PL16 ODE  
and

2209/20/LBC - Proposal: Listed building consent for refurbishment and extension of existing attached cottage. Site Address: Lifton Park Cottage, Lifton PL16 ODE

Councillors considered the above applications at the same time. The applicant had summarised what is intended and the proposal was set out clearly in the design and access statement.

Councillors noted the detail from the architect's report. The proposal providing improved facilities ensures the dwelling retains a socially useful purpose, thereby ensuring the heritage aspect will be continued to be well maintained.

Councillors said the proposal was impeccably presented and the site itself was vital to the village and its history.

The Chairman confirmed that the parish council were not expected to have detailed knowledge or understanding of all the requirements of listed building consent. The heritage specialist would normally undertake a site visit and do an assessment regarding the listed building aspect.

**Proposed and seconded. PC decision: support (5); all in favour.**

1408/20/OPA - Proposal: READVERTISEMENT (Revised Site Location Plan Received) Outline application with some matters reserved (access to be considered) for change of use of land from agricultural to industrial use - B1 B2 B8 Uses (light industry, offices not visited by the public, general industry and storage and distribution). Site Address: Land to the North and West of Lifton Strawberry Fields, Lifton PL16 0DE

This is the readvertisement of an application the parish council had considered at a previous meeting. The red line boundary set out in the location plan of the original plan and application extended onto Highways England land; a very small triangular piece of land on the south west corner of the site. The application has come back with a revised site location plan. It gave the parish council an opportunity to consider this application again.

Councillors were informed that there had been three objections (one heard earlier) expressing concerns about the increase in traffic on the A388 and through Liftondown; the potential impact on existing businesses and light pollution. DCC Highways did not raise any objections to the proposed development nor did the Highways England response although they did recommend some planning conditions be added to the consent.

The drainage authority is objecting pending the submission of some further information relating to the surface water drainage management system being considered. The landscape consultation had been received which said the proposed development would have limited visual impact on the surrounding landscape however it acknowledged there would be changes to the character of the site which would develop to a more urbanised area and noticeable change to the land form of the site. It noted the site is of considerable size to mitigate some of these issues. Excessive lighting on the site should be avoided so as to minimise the effect of the tranquillity of the village during hours of darkness.

As Councillors had supported this application previously, they would not change their decision now. They thought it was important to note that this site was selected for development in the joint local plan after WDBC conducted extensive surveys for developing sites in the village. This site was the favoured site for commercial development. It had good proximity to the A30 and most suited for development. New development like this brought employment opportunities to the village and should be supported.

**Proposed and seconded. PC decision: support (4); abstain (1 – as declared an interest under agenda Item 3)**

#### 8.2 Approvals:

1547/20/FUL - Land to South of Lifton Strawberry Fields Lifton PL16 0DE. Application Type: Full Planning Application. Proposal: Formation of new vehicular access to land south of Lifton Farm Shop entrance together with formation of new private access road to link existing farm access tracks. Decision: Conditional Approval

1491/20/FUL - Lower Carley Farm Lifton PL16 0EB. Application Type: Full Planning Application. Proposal: Proposed erection of an agricultural dwelling. Decision: Conditional Approval

1834/19/ARM - Land South of North Road Lifton PL16 0EH. Application Type: Reserved Matters application. Proposal: Application for approval of reserved matters following outline consent 2323/16/OPA (Appeal reference APP/Q1153/W/17/3170746) for residential development of up to 20no. dwellings with vehicular and pedestrian access. Decision: Conditional Approval  
1604/20/FUL Lifton - Lifton Strawberry Fields Lifton PL16 0DE. Application Type: Full Planning Application. Proposal: Erection of extension for additional storage area. Decision: Conditional Approval

1604/20/FUL Lifton - Lifton Strawberry Fields Lifton PL16 0DE. Application Type: Full Planning Application. Proposal: Erection of extension for additional storage area. Decision: Conditional Approval

8.3 Refusals: None

8.4 Appeals:

Planning Inspectorate APP/Q1153/W/20/3249800: Robins Croft, PL16 0DA (3185/19/FUL) – Dismissed

8.5 Withdrawn:

1895/20/OPA - Location: Lifton Village Hall Duntz Hill Lifton PL16 0BJ. Application Type: Outline Planning Application. Proposal: Outline application with all matters reserved to demolish existing redundant village hall and replace with two detached open market dwellings. Decision: Withdrawn

#### General matters relating to planning:

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

2206/20/ARC - Application Type: Approval of Details Reserved by Conditions (discharge). Application for approval of details reserved by conditions 3 and 5 of planning consent 0301/20/FUL. Riverside Launceston PL15 9QX

2479/20/ARC - Application Type: Approval of Details Reserved by Conditions (discharge). Application for approval of details reserved by condition 3 of planning consent 1547/20/FUL. Land to South of Lifton Strawberry Fields Lifton PL16 0DE

2552/20/AGR - Application Type: Agricultural Determination. Application for prior notification of agricultural or forestry development - proposed agricultural storage building. Wooladon Farm Lifforddown Lifton PL16 0DD

## **9. Correspondence**

The Clerk shared the following information with Councillors:

Climate Change and Biodiversity Newsletter - West Devon

Live West Grants Programme for community groups



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

As outlined in the above minutes; village trees; an update on the current obstacles on local pavements and; an update on anti-social behaviour in Tinhay.

**Next Meeting**

7.00pm, Thursday, 24<sup>th</sup> September 2020 – via Zoom

Meeting closed at 20:55.

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