

## Lifton Parish Council

### Minutes of the Parish Council Meeting held remotely using Zoom on 24<sup>th</sup> September 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 Elias, Cllr Elworthy, Cllr Measey, Cllr Parsons and Cllr Sutton-Woodhouse

**1. Apologies:** Cllr Moore

**Apologies not received:** Cllr Glen

**2. Minutes:** The minutes of the PC meeting 27<sup>th</sup> August 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) and Cllr Elworthy declared an interest in Councillor Vacancies (Item 5.3).

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

Public Participation: None

Borough Councillor Update:

The leisure centres in Okehampton and Tavistock will both re-open following a decision at a recent Full Council meeting. Okehampton leisure centre re-opened 3 weeks ago and Tavistock will re-open shortly. They will remain open until 31<sup>st</sup> March 2021 unless instructed to close by the government. If this happens during any future lockdown, WDBC will have to cover the £15k monthly costs. Fusion Lifestyle run both centres on behalf of WDBC.

The improved recycling service, which commenced in December 2019, has meant WD residents have recycled 500 tons more plastic, metal, paper, card and glass along with 150 tons more food waste, compared to the year before. There has been an extremely good response to this service.

The 3-weekly trial for residual waste (black bin waste) is due to recommence and the results will be reviewed in due course by WDBC.

WDBC want to warn residents about a green waste scam taking place on doorsteps with people offering to take garden waste away and then dumping it illegally.

DCC have produced a covid-19 Local Outbreak Management Plan which will be implemented in the event of a local lockdown. DCC will liaise with the District Councils and ask them to assist like they did last time.

The NHS QR code posters need to be displayed in all hospitality, leisure and other venues from today.

#### **5. General items:**

##### **5.1 Highways**

Councillors noted the following response from Devon County Council Highways, as follows:

Reference ENQ201354412 (Location: New Road, Lifton): Further to your communication received on 01-September-2020 the record was completed on the 03-September-2020. The following information is now available;

The Neighbourhood Highway Officer inspected the following area's yesterday after receiving your email.

1. Gully opposite Bridewell New Road – One of the sections of the grating has dropped but would not be classed as a safety defect at the present time.
2. New Road to Tinhay – The jetter has recently jetted the problem areas along this section of road, so any blockages in the drains have now been cleared.
3. Path New Road – The pothole has been logged, so should be repaired within the next few days. The NHO will monitor the path to make sure no more safety defects occur. The NHO will raise a scheme to reconstruct this path. This year's footway budget is already committed, so it will be added to 21/22 potential footway schemes.

Reference: W201352212 (Fences & Barriers, Damaged or missing roadside fences or walls. Location: Fore Street, Lifton): Further to your communication received on 23-August-2020 the record was completed on the 03-September-2020. The following information is now available;

Devon County Council's current policy is that marker post will only be used / maintained if there is a safety defect. The Neighbourhood Highway Officer has inspected this location & this post is only there to stop vehicle's parking on the verge. This would not be classed as a safety defect, so therefore DCC won't be able to replace the damaged post.

Councillors asked whether the parish council could purchase a replacement post. The Clerk was tasked with asking DCC Highways. In the meantime, the damaged post would be removed.

Councillors were also informed of the following updates taken from the DCC Roads and Transport website page:

Reference: W201350183 relating to Debris/Obstruction (Debris/Obstruction) was reported on 15 Aug 2020 (Problem: Debris/Obstruction, Public Information Portal, Debris/Obstruction. Location: Leat Road, Lifton). An assessment for this report was completed on 24 Aug 2020.

The officer entered the following comments: From the location details provided, the problem could not be found.

Reference: W201350182 relating to Broken Manhole Cover was reported on 15 Aug 2020 (Problem: Broken Manhole Cover, Public Information Portal, Broken Manhole Cover. Location: New Road, Lifton). An assessment for this report was completed on 19 Aug 2020.

The officer entered the following comments: From the location details provided, the problem could not be found.

Councillors were also informed about a matter raised recently by a resident relating to overgrown and partly blocked pavements in the village, particularly the pavement that runs from the layby in Fore

Street out to Liftondown Chapel. The Clerk was asked to contact DCC Highways and they have confirmed that an order has been raised to have the surface of the path cleared. Hopefully, the works should take place within the next few weeks. The paths are inspected once a year by the safety inspectors, when any safety defects are logged & repaired in line with DCC policy.

**Action: Clerk to complete another online report to DCC Highways relating the faulty road water gully opposite Lifton Hall/Aaron Lee which is continuing to cause a nuisance to residents.**

**Clerk to provide a response to the resident in relation to their concerns about the overgrown and partially blocked pavements.**

**Clerk to contact DCC Highways and ask whether the PC could purchase a replacement marker post.**

### **5.2 Consultation feedback on matters raised in Tinhay**

In response to the consultation regarding a new village bench, some anti-social behaviour concerns had been raised by residents in Tinhay. There was an issue with people accessing the river via private land. The landowner is aware of the issues and has tried to deal with it. As the area is on private land, the parish council cannot be involved.

### **5.3 Councillor Vacancies**

Two applications had been submitted via email for the current Councillor vacancies and these had been shared with the parish council. Councillors discussed the applications and agreed that the two applicants should be invited to be co-opted onto the Parish Council at the October meeting.

**PC decision: To ask the two applicants to attend the Parish Council meeting on 22<sup>nd</sup> October 2020 so that their co-option could take place. Proposed and seconded. All in favour.**

**Action: Clerk to contact two applicants and ask them to attend the next Parish Council meeting and to liaise with DALC with regards to the co-option process.**

### **5.4 Village Trees**

Councillors were informed that the new trees were ready for planting in the village and that the local contractor could be asked to provide a quote to undertake this work and to provide advice on where the trees could be planted given there were different species to plant.

Councillors discussed potential places for the trees and decided to discuss this outside of the meeting with the local contractor. Local press involvement was also discussed.

**Action: Chairman to liaise with Councillors outside of the meeting and to contact contractor regarding a quote for the above work.**

### **5.5 Burial Ground**

Councillors were told that three scrap merchants had been contacted to collect and dispose of the metal sheets at the graveyard and the old goal posts from the recreation ground. One merchant was able to undertake this work provided the goal posts were cut down in size, prior to their collection. Councillors decided to cut the goal posts and store them in a safe location until they can be collected.

**Action: Chairman to liaise with Cllr Sutton-Woodhouse regarding the cutting of the goal posts and to arrange their collection by the scrap merchant along with the metal sheets at the graveyard.**

### **5.6 Changes to Planning Laws – Councillor responses to NALC consultation**

NALC's consultation document was sent to all Councillors on 1<sup>st</sup> September 2020. Councillors also received a further document which detailed how the government intends to calculate housing numbers for each district in the future, using an algorithm. It was most worrying that the calculations showed an increase in housing for Plymouth and South Hams but a decrease in West Devon. The government has a target of three hundred thousand new homes, per year.

Councillors were asked to submit their response to the Clerk by 10<sup>th</sup> October 2020 so that she could formulate a final response to NALC.

### **5.7 Defibrillator – update on monthly checks**

Councillors were informed that the regular monthly defibrillator checks were being carried out by Cllr Measey and Cllr Sutton-Woodhouse. Records were being maintained and reports were being filed with the SW Ambulance Service NHS Foundation Trust. There were currently no issues with the defibrillator.

### **5.8 Website upgrade**

The Clerk reported that Vision ICT had been formally asked to create a new parish council website and to write and publish a website accessibility statement on the current site.

The Clerk had received Vision ICT's 'new website survey' and will work with them to produce a new design for the parish website. Councillors would be asked to consult on the design during this process as they agreed some of the current website content could be removed.

Vision ICT had written and published the website accessibility statement on behalf of the parish council.

**Action: Clerk to continue to work with Vision ICT and Councillors on a new parish council website.**

### **5.9 Consultation - Installation of Telecommunications Equipment (BT Pole)**

Councillors had received a copy of a letter from Clarke Telecom Limited regarding the consultation on the installation of telecommunications equipment at an existing BT pole (wwlift-55-00\_bt139.1\_20067), at the footway of Arundel Close, at the junction with The Crescent, Lifton PL16 ODT. BT are currently working on a programme to enhance mobile network coverage in rural areas by utilising their existing telegraph poles.

Councillors were informed that this should improve the service for Vodaphone users in the village and was part of the permitted development for telecommunications. The parish council could respond to the consultation letter although this was not a legal requirement.

Councillors asked the Clerk to respond to Clarke Telecom Limited offering their support for this work.

**Action: Clerk to write to Clark Telecom as detailed above.**

## 6. Reports:

**6.1 QE11 report:** It had been reported in the local press and to the police that there had been two incidents involving a car being driven erratically on the football pitch. A crime number had been issued but as there was insufficient evidence, the police were unable to pursue this matter further. The entrance to the recreation ground cannot be blocked off as it is a designated landing site for the air ambulance.

The local contractor had been in contact to highlight concern with some of the trees in the recreation ground; he had therefore been asked to do an urgent assessment and provide a report and costings to the Parish Chairman.

Councillors were informed that immediate work would be required to remove dead, damaged and overgrown trees. The quote for tree removal came in at £970 plus VAT (including the hire cost for a cherry picker and labour). The quote for dealing with ash dieback came in at £500 plus VAT (including labour and use of a chipper). A quote of £600 was provided to undertake the raising of the crowns of the trees overhanging the play area (this also included cutting back shrubs etc.).

Councillors were asked to agree in principle the decision to allow the contractor to undertake the above urgent work at the recreation ground. All agreed. The Clerk was asked to place an item on the October agenda for this decision to be formally ratified.

The quote for the improvements to the play area had now been received. As the quote was quite substantial (£41k), the improvement works would be done in different phases with funding being sought from various places in addition to parish council funds. As agreed at a previous parish council meeting, representatives from the recreation ground management committee would oversee the play area improvement project.

Councillors were informed that during a recent storm the pavilion had a power surge which caused considerable internal damage. The cost to repair this damage was over £600. The Clerk was asked to contact the insurer to ascertain whether any of this cost could be reclaimed via the PC insurance policy.

**Action: Chairman to liaise with local contractor on urgent tree work at the recreation ground. Clerk to include appropriate item on October's agenda and to contact the PC insurer regarding the damage to the pavilion (as detailed above).**

## 7. Finance

### 7.1 For payment

Clerk's salary for September 2020 (inc. £30.50 backpay from 01/04/2020 & inc. £34.94 backpay from 27/06/2020)	£ 481.66
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**Proposed and seconded that all the above payments be made.**

[Total payments: £481.66]

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

### 7.2 Payment received:

Interest	£ 0.34
WDBC COVID-19 Business grant	£10,000.00

### 7.3 Outstanding invoices: None

#### General matters relating to Finance:

#### **7.4 Local Government Services' Pay Agreement 2020-21**

The national salary award for 2020-21 detailing the new pay scales for clerks and other employees was shared with all Councillors. Councillors noted the increase in Mrs Willis's Clerks salary from £11.00 p/h to £11.30p/h (SCP 11) in line with this pay agreement.

#### **7.5 COVID-19 Business grant – future Parish projects**

Councillors decided to defer discussion on this item until November when more Councillors would be available to contribute ideas.

**Action: Clerk to place item on the agenda for 26<sup>th</sup> November 2020.**

#### **7.6 Dog Waste and Litter Bin Charges 2021-22**

WDBC had provided advance notice of the increase in the cost of emptying the parish dog waste and litter bins. The cost per lift from 1 April 2021 will be £3.06 plus the calculated inflationary uplift. As the uplift figure is based upon a number of time sensitive indices not available at this time, they cannot advise on the exact uplift for 2021-22. In 2020-21, this would have equated to 0.5% or 1.5p per lift.

**Action: Clerk to make the necessary adjustments in the 2021-22 parish council budget.**

### **8. Planning**

#### 8.1 Applications:

2754/20/TPO - Proposal: T1: Beech - Fell. Tree is blocking out light to properties and dropping branches and beech nuts. Site Address: Beechwood House, Station Road, Tinhay, PL16 0AN

Councillors were made aware that a tree preservation order had been put on this tree but that complaints had been received about dropping branches and beech nuts and it blocking out light. Councillors agreed that this did not warrant the whole tree being felled as they felt it could be shaped/pruned instead. They could not justify its complete removal.

**Proposed and seconded. PC decision: support (0); not support (6); abstain (0); all in favour.**

1408/20/OPA - Proposal: READVERTISEMENT (Revised Description) Outline application with some matters reserved (access to be considered) for B1(b and c only), B2 and B8 uses (light industry, general industry and storage and distribution). Site Address: Land to the North and West of Lifton Strawberry Fields, Lifton, PL16 0DE

Councillors were informed that there were three reasons why this application had been readvertised for a third time, as follows:

The proposal still includes planning uses B1 (b & c) which is industrial but it now excludes B1 (a) offices. On indicative plan there were offices drawn in. The planning policy team felt offices were more akin to town centres and would not expect to see them in rural locations. B1 (a) offices have been taken off the application.

Planning policy also queried the proposal for 10,000 sq. metres of land when the land allocated in the Joint Local Plan (JLP) was 14,400 sq. metres. The application now included the 14,400 sq. metres of allocated land.

The third change is to delete the words 'change of use' because change of use cannot be sought through an outline planning application.

Nothing else had changed in the application, just these three technicalities.

As Councillors had supported this application on two previous occasions, they would not change their decision to not support it now.

**Proposed and seconded. PC decision: support (5); not support (0); abstain (1 – as declared an interest under agenda Item 3)**

#### 8.2 Approvals:

2208/20/HHO – Location: Lifton Park Cottage Lifton PL16 0DE. Proposal: Householder application for refurbishment and extension of existing attached cottage. Decision: Conditional Approval

2209/20/LBC - Location: Lifton Park Cottage Lifton PL16 0DE. Proposal: Listed building consent for refurbishment and extension of existing attached cottage. Decision: Conditional Approval

#### 8.3 Refusals: None

#### General matters relating to planning:

##### 8.4 Update on development site at land at Fore Street, Lifton

Councillors were informed that correspondence had been received by a representative of the developer of this site, inviting them to a site visit prior to the reserved matters application being submitted to planning.

Councillors agreed that given the current circumstances relating to the pandemic and the need for them to be as transparent as possible, they would decline the invitation for a site visit. **The Clerk was asked to respond to the developer and ask them to attend October's Parish Council meeting as a guest speaker which would give Councillors and the public an opportunity to hear the proposal. All agreed.**

#### 9. Correspondence

The Clerk shared the following information with Councillors:

DALC Annual General Meeting – 7th October 2020

Devon's Updated Local Flood Risk Management Strategy Consultation

West Devon Borough Council Consultation on Licensing Policy

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

As outlined in the above minutes.

#### Next Meeting

7.00pm, Thursday, 22<sup>nd</sup> October 2020 – via Zoom

Meeting closed at 20:55.

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

Lifton Parish Council

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