

Lifton Parish Council

Minutes of the Parish Council Meeting held remotely using Zoom on 29th April 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 Dunn, Cllr Elias, Cllr Elworthy, Cllr Glen, Cllr Lees, Cllr Measey, Cllr Parsons and Cllr Sutton-Woodhouse

1. Apologies: None

2. Minutes: The minutes of the PC meeting 25th March 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. Public Participation/Borough Cllr. Update: None

5. General items:

5.1 Highways Update

There has been no further response from the Camera Safety Partnership in relation to speeding in the village; the Clerk will follow this up with the local PCSO.

A Devon County Council temporary traffic order will be in place on North Road from Monday 26th July 2021, for a maximum of 5 days, until Friday 30th July 2021 (both dates inclusive). The alternative, signed, route for vehicles will be via Old Tinhay - New Road. This temporary restriction is considered necessary to enable the Kier Group to excavate and undertake 1 x water main connection and install approx. 4mtrs of new water main into the new development site. Full details have been published on the Parish website.

A report has been submitted regarding the North Road sign light over the give way sign which is flashing at night causing disturbance for properties on the opposite side of the road.

Two of the newly planted trees on New Road (on left towards Tinhay) have disappeared. Councillors agreed that two replacement trees should be re-planted in the same place. The Chairman agreed to liaise with the local contractor.

Action: The Clerk to contact the local PCSO regarding speeding in the village.

The Chairman to liaise with the local contractor regarding planting two trees along New Road.

5.2 Current Vacancy

The Clerk confirmed WDBC had not received any requests for an election therefore the Councillor vacancy could now be advertised locally. The Clerk will publish an advert for two weeks commencing Tuesday, 3rd May 2021. All being well, the co-option of a new Councillors will take place at the next face-to-face Parish Council meeting on 24th June 2021.

Action: The Clerk to advertise the current vacancy and to update Councillors after the closing date for applications.

5.3 Parishioner Concerns

Two issues were raised at last month's meeting by Cllr Glen regarding the old petrol station site and the Community Centre. The Chairman and Cllr Glen reported that since the last meeting was held, the old petrol station site had been tidied up. There was now a pile of rubble in a corner and

boundary fencing was in place. There were no current planning applications in place for this site which is in private ownership. Previous planning consent (for the previous owners of the site) had now lapsed and there was no reference in the Joint Local Plan for future development of this land.

A couple of parishioners had asked why the Community Centre was not being used to host informal gatherings such as coffee mornings etc. The Community Centre is run by a board of trustees and it is for them to determine what events take place. Before the covid-19 lockdowns the venue was very well used for social and exercise activities. It was expected that these activities will return once the government lockdown restrictions are lifted. Councillors agreed that it would be helpful if a list of the activities along with the relevant contact details could be displayed in the doors or windows of the Community Centre. The Chairman agreed to raise this with one of the trustees.

A planning application in relation to the landscaping and drainage at the Community Centre car park has been received and will be discussed by the PC at this meeting (please see item 8.1).

Action: The Chairman to liaise with the Community Centre trustees and request a list of events and relevant contact details be displayed in the window and doors for local residents to see.

5.4 Burial Ground

The Chairman provided an update on the project to create a new wildlife area in the cemetery. The local contractor has been unable to lay the new turf (containing wild flower seeds) or plant the new trees in this area due to the recent spell of continued dry weather.

The Clerk has ordered a bird nesting box for the new area from the Royal Society for the Protection of Birds and reported that the Devon Wildlife Trust had not yet responded to a request for further advice on this project.

The local contractor had already undertaken two grass cuts at the cemetery this season.

Some non-urgent repair work would need to be undertaken to the lychgates. The Chairman agreed to approach the retired local carpenter to see if he could undertake this work. If not, the Clerk would be asked to find someone else to repair the gates.

Action: The Chairman and Cllr Elias to discuss natural housing for hedgehogs in the wildlife area of the cemetery. The Chairman to liaise with the local carpenter regarding repairs to the lychgates.

6. Reports:

6.1 QE11 report: The Chairman provided an update on phase 1 of the new play equipment project and reported that a meeting to finalise the plan for phase 1 had been held on site with the play equipment supplier. It was hoped that phase 1 would commence sometime in June 2021.

Another quote was currently pending in relation to the work to replace the mesh on the decking at the front of the pavilion. This work along with the cleaning of the pavilion and work around the water space would also take place over the Summer.

7. Finance

7.1 For payment

Clerk's salary for April	£ 416.22
Clerk's expenses: Royal Mail postage (village trail leaflets for local shop)	£ 2.39
DALC Annual Membership Renewal 2021-2022 (inc. VAT £29.59)	£ 258.60

WDBC Bin emptying – Winter service (inc. VAT £55.90)	£ 335.40
Internal Audit fee 2020-21 (payable to Mrs N. Taylor)	£ 20.00

Proposed and seconded that all the above payments be made.

[Total payments: £ 1032.61]

Action: Clerk to make all payments online.

7.2 Payment received:

Interest	£ 0.07
G F Gubbin Funeral Services – Internment fee	£ 150.00
J H Spry & Son – Internment fee	£ 150.00

7.3 Outstanding invoices: None

General matters relating to Finance:

7.4 End of year bank reconciliation

The Clerk shared the bank reconciliation with the PC. No issues found – confirmed by internal audit. Councillors formally noted the end of year bank reconciliation.

7.5 End of year financial summary

The Clerk shared the end of year financial summary with the PC; this was formally noted by all Councillors.

7.6 Audit 2020-21

7.6.1 Internal Control Review

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

7.6.2 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 (9).

7.6.3 To consider, approve by resolution and sign section 1 – annual governance statement 2020/21

The annual governance statement for 2020-21 was considered by the PC.

Motion: To approve the annual governance statement: proposed, seconded; all in favour (9).

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.

7.6.4 To consider, approve by resolution and sign section 2 - accounting statements 2020/21

The annual accounting statements for 2020-21 were considered by the PC.

Only two explanations of variances were required:

In 2020/21 a DCC Locality Fund Grant of £1k was awarded/paid to Lifton PC to put towards new play equipment in the parish (at the QE11 Recreation Ground); this will be used/spent in 2021/22.

A WDBC Covid-19 Small Business Grant of £10k was also awarded/paid to Lifton PC; £6k of this will also be put towards Phase 1 of the new play equipment project in 2021/22. Both of these grants were not expected and therefore not factored into 2020/21 budget planning.

Also, in the 2020-21 financial year there was a payment of the 2019/20 grant of £1k to the QE11 Committee; removing this would leave a variance of 9.69%.

Motion: To approve the annual accounting statements: proposed, seconded; all in favour (9).

The Accounting statements will be signed by the Chair (as detailed in 7.6.3).

8.0 Planning

8.1 Applications:

1442/21/VAR - Proposal: Application for variation of conditions 2 (landscaping) and 8 (drainage) of planning consent 00056/2015 (resubmission of 3546/19/VAR). Site Address: Lifton Community Centre, Park Wood Rise, Lifton

The Chairman provided the background to this application and confirmed that Councillors were being asked to consider the change of wording in relation to the planning consent conditions 2 (landscaping) and 8 (drainage) relating to the car park area at the Community Centre. The pre-commencement wording for these conditions needed to change.

Proposed and seconded. PC decision: support (9); not support (0); abstain (0).

8.2 Approvals:

0096/21/LBC - Location: Lifton Hall Hotel New Road Lifton PL16 0DR. Application Type: Listed Building Consent. Proposal: Listed Building Consent to separate part of the building, blocking off doors to create a 3-bedroom holiday let with a hallway/lounge, separate lounge and kitchen diner. Decision: Conditional Approval

8.3 Refusals: None

General matters relating to planning:

8.4 None

9. Correspondence: Councillors received details about:

Community Risk Management Plan for Devon and Somerset Fire and Rescue Service

10. Councillors' items for future agenda: Community Emergency Plan for Lifton.

Next Meeting: 7.00pm - Thursday, 6th May 2021 via Zoom

Meeting closed at 20:50.

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