

Lifton Parish Council

Minutes of the Parish Council Meeting held at the QE11 Pavilion, Leat Road on 24th June 2021

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 Dunn, Cllr Elias, Cllr Glen, Cllr Measey, Cllr Parsons and Cllr Sutton-Woodhouse

1. Apologies: Cllr Elworthy and Cllr Lees

2. Minutes: The minutes of the PC AGM meeting 6th May 2021 and APM 29th April 2021 were approved as a true and accurate record of the meeting and were signed by the Chairman.

3. Dispensations and Declarations of Interest: None

4. Visiting Speaker: None

5. Chairman to sign his acceptance of office form (for the role of Chairman): Done

6. To formally adopt the latest Register of Delegated Decisions

Councillors noted the payment made for the insurance renewal via the delegated decision process which totalled £1,644.59.

Motion: To formally adopt the latest Register of Delegated Decisions: proposed, seconded; all in favour (7). The Chairman and Vice-Chairman abstained from voting as they form part of the delegated decision process.

7. To formally adopt the revised Members Code of Conduct

Councillors received the revised Members Code of Conduct and new notification of interests form prior to the meeting. Councillors were asked to return their completed register of interests form to the Clerk either via email or as a hard copy at the next meeting.

Motion: To formally the adopt the revised Members Code of Conduct: proposed and seconded; all in favour (7).

8. Election of Officers – Appeals Committee (1 vacancy)

8.1. Appeals Committee: Cllr Measey and Cllr Elias are on this committee; there is one vacancy. Cllr Dunn proposed, seconded and voted unanimously.

9. Public Participation/Borough Cllr. Update:

Public Participation: None.

Borough Cllr. Update: WDBC have resumed in-person meetings at Kilworthy Park and are also using hybrid meetings. The new civic Mayor for West Devon is Cllr Caroline Mott; the new Deputy Mayor is Cllr Terry Pearce; and Cllr Lois Samuel is the new Devon County Councillor for the Okehampton Rural Division. Cllr Samuel has been invited to attend a future meeting of Lifton PC.

10. General items:

10.1. Current Vacancy

The Clerk reported that the current Councillor vacancy had been advertised twice and that to date, no applications had been received. Councillors agreed that the Clerk should readvertise the vacancy in September.

10.2. Revised Meeting Schedule 2021-22

The Clerk informed Councillors that she would not be able to attend the PC meeting planned for 26th August 2021. Councillors agreed to hold the meeting on 19th August 2021 only if there was an absolute need for the meeting. Lifton Parish Council were one of the only PCs to hold a meeting during August. It was agreed that if there were no significant matters (such as a large-scale planning application, urgent finance matters etc.) then the PC would meet in July and September as planned.

Action: The Clerk to revise list of meetings and to update Councillors via email on whether or not the August meeting would go ahead, nearer the time.

10.3. Highways Update

The Clerk informed Councillors that the following issues had been reported to Highways since the last meeting: manhole cover at Arundell Gardens; pothole on Broad Street and defective road marking/signs Fore Street (DCC Highways response re road markings/signs: Passed to non-safety defect lining).

Overgrown Vegetation on the road to Polson Bridge, Liftondown. The Neighbourhood Highway Officer has checked this location today and found the visibility splay has been cut in line with DCC policy.

Overgrown Vegetation, Public Information Portal, Overgrown Vegetation, Park Road, Lifton. DCC Highways response: The details have been sent to our team so that an assessment can be carried out. We anticipate that this assessment will be completed by 22/07/2021.

There is a Devon County Council Temporary Restriction Notice for the road from Leat Farm to Gatherley Farm on 5-6 October 2021; this is for Openreach to provide/install 5 new poles.

A complaint had been received regarding the overgrown verge on Park Road. DCC have been leaving verges to grow all over the county to encourage wildlife. Councillors agreed that if DCC Highways will not cut the verge back at Park Road, the local contractor should be asked to cut this area. All agreed.

The Chairman updated Councillors on the fly tipping issue at Yeat Farm/Stone Cross. There is uncertainty between DCC Highways and Highways England on land ownership with both refusing to clear the rubbish. The matter is now with the legal team at WDBC.

10.4. Public Footpaths

The Vice-Chairman reported that the condition of the local public footpaths should now be re-visited given that this issue was raised 3 to 4 years ago. There is a footpath leaflet that provides a map, some footpaths are quite difficult and some might need better signage.

The Vice-Chairman would like to propose at the next meeting that each Councillor adopt a footpath and check its condition. Councillors discussed this idea and agreed that more footpath leaflets should be printed for distribution around the village so that the footpaths are used and not lost. Councillors also agreed that other local groups (such as the sea scouts) may be interested and should be asked to get involved.

Action: The Clerk to get a quote from Launceston Printers for 500 or 1000 footpath leaflets and report back to the July meeting.

10.5. Burial Ground

The local contractor has planted the spare trees and laid the new turf containing wildflower seeds in the new wildlife garden area in the cemetery. The pathway had been cleared. The wooden bench is still awaiting collection from storage at the QE11 recreation ground.

The three bird boxes would be installed in September, not facing South or the prevailing wind. The bat box can be put up at any time.

Councillors discussed how the local primary school children could be involved and it was suggested that they be asked to make bug hotels and visit the wildlife garden to survey the birds, insects etc. The Clerk confirmed that a West Devon Borough Council locality fund grant for £100 towards the new wildlife area had been received.

Action: Cllr Glen to speak to the primary school headteacher about the children's involvement and to provide an update at the next meeting.

10.6. Community Thanksgiving event – 18th July 2021

Councillors were informed that this was a joint venture with both village churches. The Chairman confirmed that this event had been postponed due to the government decision not to fully remove all the remaining Covid-19 restrictions from 21st June 2021. It was hoped this thanksgiving event would take place once all restrictions had been lifted.

Lifton PC had been asked to provide refreshments as the original plan for a 'Bring & Share' tea was not ideal under current circumstances. Councillors discussed providing funds for a cream tea. All agreed in principle to support this event and to provide the necessary funding for a cream tea in due course.

10.7. Defibrillator update

The Vice-Chairman confirmed that he had been undertaking the regular defibrillator checks and submitting a monthly report to the South Western Ambulance Service NHS Foundation Trust (SWAST). Cllr Glen agreed to undertake the checks for the next month.

The Clerk confirmed that there was a revised weekly defib checklist form which now included a reminder to complete the monthly online report to SWAST.

Action: The Clerk to send the revised defib checklist form to Cllr Glen via email.

11. Reports:

11.1. QE11 report: The Vice-Chairman reported that the QE11 Recreation Ground Committee held their AGM on 15th June 2021. Work started on Phase 1 of the new play equipment project on 23rd June 2021. Looking at the figures, there was a shortfall in funding of £5k towards the new play equipment due to the unsuccessful grant application to South West Water; no explanation as to why it was unsuccessful had been given by SWW.

The QE11 Committee needed to find the £5k shortfall in funding to complete Phase 1. The rest of the funding for Phase 2 should come from Section 106 funding from the new housing developments. The PC now needs to consider if further funding of £5k should be allocated to the project to ensure this essential work can be undertaken.

Councillors were informed that a DCC locality fund application for the pavilion decking project would be made and that this project would also need funds from the QE11 Committee which will deplete those reserves.

Councillors agreed for Lifton PC to provide the additional funds of £5k towards Phase 1 of the QE11 new playground equipment project. All agreed.

12. Finance

12.1 For payment

Clerk's salary for June	£ 416.22
Overtime during April 2021 (Additional audit work: 4 hours @ £11.30 per hr.)	£ 45.20
Clerk's expenses: Zoom subscription for June	£ 14.39
Anti-bacterial wipes (£3.90) & hand sanitiser (£5.49) for parish council meetings	£ 9.39
Vision ICT – Website/support costs for August 2021 to July 2022 (inc. 64.00 VAT)	£ 384.00

Proposed and seconded that all the above payments be made.

[Total payments: £869.20]

Action: Clerk to make all payments online.

12.2 Payment received:

Interest	£ 0.08
WDBC – Grant for Lifton cemetery wildlife garden	£ 100.00
HMRC VAT refund for 2020-21	£2,241.44

12.3 Outstanding invoices: None

General matters relating to Finance:

12.4 Additional Finance for QE11 new playground equipment

Please see above item no. 11.1. Councillors agreed to provide a sum of £5k from Parish Council funds.

12.5 Insurance renewal – Community First

The Clerk confirmed that a 3-year insurance plan had been agreed with Community First and that the annual renewal had been paid (see item no. 6). It was agreed that at the end of this 3-year plan, the Clerk would ascertain quotes from other suitable insurance companies. Councillors noted the annual renewal.

13. Planning

13.1 Applications:

0889/21/FUL - Proposal: Change of use of existing living room, dining room, kitchen, bathroom and bedroom to self-contained holiday let. Site Address: Little Bere House, North Road, Lifton PL16 0EH

The Vice-Chairman provided an overview of the application. Councillors noted the property has lots of bedrooms so raised an area of concern around insufficient parking provisions.

The planning application detailed that the existing parking provision is for 5 vehicles; the proposal is also 5; there is no change in the parking provision. No objections had been raised by Highways.

Councillors agreed to support this application but to flag the area of concern with WDBC around the allocated parking; they would like to be satisfied that there is no need for an increase in the parking allocation for this application/development.

Proposed and seconded. PC decision: support (5), not support (1); abstain (1).

1839/21/ARC - Proposal: Application for approval of details reserved by conditions 3, 4 & 5 of Planning Permission 3256/20/FUL. Site Address: St Mary The Virgin, Parsonage Court, Lifton PL16 0BJ

Councillors were informed that they did not have to comment on this application if they did not want to. There were 5 conditions to original application. This application is to remove conditions 3, 4 and 5 (details provided). Councillors made no comment.

1580/21/FUL - Proposal: Proposed conversion of barn to dwelling including alterations and extensions, erection of garage, extension to approved residential curtilage and landscape scheme (previous approval 3678/20/PDM). Site Address: Barn B, Cart Lodge Farm, Launceston PL15 9QX

Councillors had seen the original application in January to convert an agricultural building into a dwelling under Class Q - Use of redundant building under strict conditions. Planning permission was granted under permitted development. The applicant has now come back with alterations to the original plan and wants to add a balcony and garage on the property and increase the curtilage. A full planning application is now required as these additions are not permitted development.

Councillors discussed this application. This development is in an area with other existing established properties and was not in isolation on its own (for example in a field). The proposal was to enhance the development with additional items (garage and balcony); it was not doubling the size of the amenity.

Councillors wanted to ensure it met the sustainability requirements as sustainability did not apply to Class Q applications. Councillors noted that this is development in the countryside and hoped that the sustainability test will be satisfied.

Proposed and seconded. PC decision: support (7); not support (0); abstain (0).

13.2 Approvals:

0726/20/ARC - Ambrosia Creamery, Car Park Station Road Tinhay PL16 0BB. Application Type Approval of Details Reserved by Conditions (discharge). Proposal: Application for approval of details reserved by condition 7 of Planning Permission 3557/17/FUL. Decision: Discharge of condition Approved

3086/20/ARC - Land South of North Road Lifton. (Harrington Homes (SW) Ltd). Application Type: Approval of Details Reserved by Conditions (discharge). Proposal: Application for approval of details reserved by conditions 9, 10, 11, 12, 17 and 18 of appeal decision APP/Q1153/W/17/3170746 for planning application 2323/16/OPA. Decision: Discharge of condition Approved

1442/21/VAR - Location: Lifton Community Centre Park Wood Rise Lifton. Application Type: Variation or Removal of Condition. Proposal: Application for Variation of Conditions 2 (Landscaping) and 8 (Drainage) of Planning Consent 00056/2015 (Resubmission of 3546/19/VAR). Decision: Conditional Approval

3978/16/ARC - Location: Lifton Community Centre Lifton PL16 0BH. Application Type: Approval of Details Reserved by Conditions (Discharge). Proposal: Approval of Details Reserved by Condition Numbers 2, 3 and 5 of Planning Consent 00056/2015.
Decision: Withdrawn

13.3 Refusals: None

General matters relating to planning:

13.4 None

14. Correspondence: Councillors received details about:
Parish & Town Council Highways Newsletter - Spring 2021
Airband June Newsletter - Phase 8

15. Councillors' items for future agendas: As detailed in these minutes.

Next Meeting: 7.00pm - Thursday, 22nd July 2021, QE11 Recreation Ground Pavilion

Meeting closed at 21:16.

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