

Lifton Parish Council

Minutes of the Parish Council Meeting held in The Tamar Room (Arundell Arms), Lifton on
21st October 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 Lees, Cllr Parsons and Cllr Sutton-Woodhouse

1. **Apologies:** Cllr Glen and Cllr Measey
2. **Minutes:** The Part 1 and Part 2 minutes of the meeting 23rd September 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. **Public Participation/Borough Cllr. Update:**

Public Participation: The applicant for planning application 3497/21/FUL (item 9.1 on the agenda) attended the meeting and provided further details about the proposal for the erection of a timber framed stable block. Councillors were informed that the stables were to house a couple of horses on land that had been purchased in Liftondown.

Borough Cllr. Update: WDBC had completed the trial for 3-weekly collections of waste. The decision was taken to not move to 3-weekly waste collections this at this time in West Devon due to a number of factors. The shortage of lorry drivers was already having an impact in the neighbouring South Hams area.

6. General items:

6.1 Councillor Vacancy

WDBC confirmed that they did not receive any requests for an election so Lifton PC was now in a position to co-opt to fill this vacancy. The two Councillor vacancies on the PC could now be advertised together. The Clerk was asked to create an advert and publish it on the parish website, in the village noticeboards and on the village Facebook page. An advert would not be placed in the Tavistock Times at this time.

Action: Clerk to advertise the two current vacancies and provide an update to the next PC meeting.

6.2 Annual Review of Parish Council documents:

6.2.1 Annual governance statement (updated) – Published on parish website.

6.2.2 Risk assessment (updated)

6.2.3 Financial regulations (updated)

6.2.4 Insurance policy (updated) - This is year 1 of the 3-year LTA (agreed earlier this year) – it remains within budget.

6.2.5 Asset register (updated) – Published on the parish website.

6.2.6 Subscriptions to other bodies (DALC, Parish Online etc.)

6.2.7 Standing orders (updated)

6.2.8 Communications Policy (no change)

6.2.9 Employment committee terms of reference (1 change - no. of members)

6.2.10 Appeals committee terms of reference (1 change - membership)

6.2.11 Privacy Notice for residents and the public (no change)

6.2.12 Privacy notice for staff and councillors (no change)

6.2.13 Subject Access Policy (no change)

6.2.14 Privacy Policy (1 change - Clerks address)

6.2.15 Security Incident Response policy (2 changes - contact details)

6.2.16 Publication Scheme (2 changes - Clerks details)

6.2.17 Complaints Policy and Procedure (updated)

6.2.18 Health & Safety Policy (updated)

Motion: To accept all above documents: proposed (TSW), seconded (GE); all in favour.

6.2.19 Cheque signatories on Lifton PC bank accounts

Councillors were asked to re-assign authorisation for cheque signatories on the parish council bank account following the recent changes to the PC's membership (following Cllr resignations etc). The Clerk was given authorisation to request the required changes online and to add Cllr Dunn and Cllr Lees as cheque signatories.

Motion: To authorise the Clerk to remove or add one or more person to the PC's bank account (as cheque signatories) via the online banking facility: proposed (TSW), seconded (SD); all in favour.

Action: Clerk to make the above changes and seek necessary authorisations.

6.3 Highways Update

The Clerk provided the following details to Councillors that had been reported to or from Highways since the last meeting as follows:

Temporary Traffic Order - Colemans Cross to Router Cross, Lifton from Monday 15 November 2021 (Anticipated Finish Tuesday 23 November 2021). The temporary restriction was considered necessary to enable Devon Highways - Patching and Associated Works. Councillors were informed that this work had been previously postponed due to road collapse in Kelly.

6.4 Community Speed Watch (CSW) Scheme

Councillors were informed that some local residents had expressed an interest in becoming involved as volunteers in a Community Speed Watch (CSW) scheme in Lifton. The Clerk reported that she had completed an online request form for the attention of the 'Speed Watch Officer' as directed on the Devon and Cornwall Police website and had also sent an email directly to the Devon and Cornwall Police Community Speed Watch team seeking further information on how to proceed with these volunteers undertaking the required CSW training etc. The Clerk was still awaiting a response from Devon and Cornwall Police.

Councillors all agreed that if no response was received, the Clerk should pursue the matter with the Office of the Police and Crime Commissioner by email and letter.

Action: The Clerk to keep Cllrs and volunteers updated on any progress as and when it is received from Devon and Cornwall Police. The Clerk to pursue the matter with the OPCC if required.

6.5 Defibrillator Update

Cllr Dunn agreed to undertake the checks for the next month.

6.6 Village Litter Pick

The local WI confirmed that they were going to hold a village litter pick event in Lifton on Sunday, 31st October 2021 at 2.00pm. The PC Chairman will liaise with WDBC and provide the WI with the litter picking equipment; the WI would have to provide bin bags. Contractors will be asked to collect the rubbish bags from the village after the event. All Councillors were encouraged to attend the litter pick.

6.7 OPCC Councillor Advocate Scheme

The Clerk provided further details about the scheme to Councillors prior to the meeting which included details about the OPCC Councillor Advocate Seminar and Volunteers Day at St Mellion (near Saltash) on Monday 8th November 2021; one space was reserved for Lifton PC.

Cllr Dunn agreed to be the Lifton PC representative on this scheme; the Clerk would still act as the main point of contact for the OPCC's office.

Action: The Clerk to contact the OPCC's office and confirm Cllr Dunn's representation.

6.8 Newslink Magazine

The Chairman informed Councillors that he had been approached by a representative of 'Newslink' concerning their magazine which was a booklet that was distributed on a monthly basis around neighbouring parishes. The magazine contained various adverts for local businesses and services, church service information and a few articles. Lifton PC were being asked if they would like to contribute to the Newslink magazine in the future by way of helping out with the funding, content and hard-copy distribution by local volunteers.

Councillors discussed this publication and although all agreed it was an informative magazine, they decided not to pursue any involvement with it at this time. Councillors noted that more and more people used online technology these days to find such information and that residents did not always want to receive things through their letterboxes. The printing costs, willingness of local volunteers and the impact on the environment all factored into the discussion.

Action: The Chairman to report back the above decision to Lewdown PC.

7. Reports:

7.1 QE11 report: The Chairman reported that the rubber matting for the decking at the QE11 pavilion had been ordered; the ARK invoice was reported under Finance agenda item 8.1. Contractors had been contacted about this work but no plans to install it had been made yet due to their limited availability. The decking would not be treated with preservative during Autumn/Winter. Both the local football club and cub scout group had been using the facilities at the QE11 recently; bookings tended to tail off at this time of year.

8. Finance

8.1 For payment

Clerk's salary for October (with backdated salary increase from June 2021) £ 821.47

Note: A payment of £15.46 would be made to HMRC for NICs for October 2021

WDBC Bin Emptying - Summer service 2021/22 (inc. VAT £159.12) £ 954.72

Launceston Print – Lifton Footpath leaflets £ 189.00

ARK Rubber & Resin Solutions Ltd – QE11 Pavilion rubber matting (inc. VAT £ 150.00) £ 900.00

Martin Ashley & Son Gardening Services:

Invoice no. 0474 - Lifton Cemetery (inc. VAT £150.00) £ 900.00

Invoice no. 0475 – Grass cutting and Strimming at QE11 Recreation Field
(inc. VAT £140.00) £ 840.00

Invoice no. 0476 – Grass cutting – village green and verges and Weed spray – Kerbs
(inc. VAT £235.00) £1,410.00

Proposed (TSW) and seconded (CE); all in favour that all the above payments be made online.

[Total payments: £6030.65]

Action: Clerk to make all payments online.

8.2 Payment received:

Interest £ 0.08

Co-Op Funeral Service Ltd. £ 85.00

WDBC – Precept 2021-22 (2nd half) £7,105.00

8.3 Outstanding invoices: None

General matters relating to Finance:

8.4 Bank reconciliation

Councillors noted the bank reconciliation. Both the bank reconciliation and bank statement (for September) were signed by Cllr TSW and Cllr CE.

8.5 Donation request

St Mary's Church have decided to purchase two soldier silhouettes to stand beside the war memorial at St Mary's Church which will be something for the whole community of Lifton to enjoy. Lifton PC were asked to consider making a donation towards the costs of these silhouettes. Councillors agreed to give a donation of £50.00.

Action: The Clerk to make the above online donation to St Mary's PCC.

9. Planning

9.1 Applications:

3497/21/FUL - Proposal: Erection of timber framed stable block. Site Address: Cotstow, Liftondown PL16 0DA

Councillors agreed to support this application.

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

2544/21/FUL - Proposal: Change of use of agricultural land to residential garden. Site Address: Land to the East of Lifforddown, Lifforddown PL16 0EB

Councillors agreed to support this application to create a residential garden.

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

3522/21/TPO - Proposal: T1: Sycamore - removal of limb at approximately 0 metres from ground level on the West side due to safety reasons; T2: Sycamore - Crown raise to 5 metres from ground level and lateral reduction by 1 metre on South side to decrease shading and improve amenity value of garden
Site Address: Orchard House, New Road, Lifford PL16 0AQ

Councillors agreed to support this application for the tree work to be undertaken.

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

9.2 Approvals:

1839/21/ARC - Location: St Mary The Virgin Parsonage Court Lifford PL16 0BJ. Application Type: Approval of Details Reserved by Conditions (discharge). Proposal: Application for approval of details reserved by conditions 3, 4 & 5 of Planning Permission 3256/20/FUL. **Decision:** Discharge of condition Approved

9.3 Refusals: None

9.4 General matters relating to Planning: None

10. Correspondence: Councillors received details about:
Parish & Town Council Highways Newsletter - Winter 2021

11. Councillors' items for future agendas: RBL Poppy Appeal 2021 – PC Donation

Next Meeting: 7.00pm, 25th November 2021, Venue to be confirmed

Meeting closed at 20:20.

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