

# Lifton Parish Council

## Minutes of the Annual Meeting of Lifton Parish Council held in the Tamar Room (The Arundell) on Thursday, 23<sup>rd</sup> May 2024

*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 Alexander, Cllr K Dunn, Cllr S Dunn, Cllr Glen, Cllr Gynn, Cllr Measey and Cllr Sutton-Woodhouse

### **1. Election of Chairman (including signing of declaration of acceptance of Chairman role)**

Cllr Edmonds proposed (VG), seconded (DM) and voted unanimously by a show of hands. Cllr Edmonds signed the acceptance of office form for the role of Chairman of the Council.

### **2. Apologies:** Cllr Lees

**3. Minutes:** The minutes of the meeting on 25<sup>th</sup> April 2024 were approved as a true and accurate record of the meeting and were signed by the Chairman.

### **4. Dispensations and Declarations of Interest:** None

### **5. Visiting/Guest Speakers:** None

### **6. Election of Officers**

**6.1 Vice-Chairman:** Cllr Measey was proposed (CE), seconded (SD) and voted unanimously by a show of hands.

**6.2 Employment Committee:** Cllr Edmonds, Cllr Glen, Cllr Lees, Cllr Sutton Woodhouse and Cllr K Dunn.

**6.3 Appeals Committee:** Cllr Measey, Cllr Dunn and Cllr Gynn.

**6.4 Recreation Field Committee:** Cllr Edmonds, Cllr Measey and Cllr Sutton-Woodhouse.

**Motion:** All of the above Committee positions were formally approved by the Councillors present at the meeting: Proposed (CG) seconded (TSW); All in favour (votes were taken by a show of hands).

### **7. Public Participation/Borough Cllr. Update:**

**Public Participation:** None

**Borough Cllr. Update:** Councillors were informed that WDBC have held their annual meeting and elected a new mayor, Cllr Debo Sellis, ward member for Tavistock South East. Cllr Paul Vachon, ward member for Okehampton South, was appointed deputy mayor.

Lifton WI held a litter pick last Sunday that covered most of village; a letter of thanks would be sent to them.

WDBC waste collection calendars were handed around the table.

Although not sited within the parish of Lifton, plans for the development of 250 houses at Stourscombe (Launceston), might impact on Lifton's infrastructure (school, surgery etc.), something for Councillors to be mindful of in the future.

### **8. General items:**

#### **8.1 Highways Update including Vehicle Activated Speed Signs (VAS)**

The Clerk provided a report to Councillors prior to the meeting which detailed highways matters that have been reported to or from Devon County Council Highways (or other departments) since the last meeting. Please see separate attachment 'Appendix A'. This report had been updated to include the response from Highways in relation to the issues raised last month at both the APA and PC meeting.

Other highways issues raised at today's meeting:

The overhanging trees outside Lifton's primary school have been cut back within the legal height of 2.4metres (8ft clearance from road to canopy).

Councillors discussed the need for the white lines to be re-painted again down by the surgery on North Road. Although DCC were starting their annual program of repainting, the PC did not know when this would take place in Lifton. Councillors noted that DCC do not need to mark the bus stop. The Vice-Chairman agreed to provide some photos of the area that required re-painting so the Clerk could submit a request on DCC Highways online portal.

The Chairman reported that he had observed poor parking on North Road in the narrow bit (by surgery); a 4x4 had parked up which caused problems for passing vehicles such as delivery vans etc., this resulted in these vehicles having to mount the pavement to get by. Emergency vehicles would not have made it through as there was not enough of a gap left in the road.

The local PCSO said that he cannot be there all the time and advised the Parish Council to request double-yellow lines.

Councillors reported that the lines need re-painting and trees need cutting back by Southern Bridge; the road sign is also in the hedge and the bridge itself has been damaged again. Photos would be provided to the Clerk so these issues could be reported to DCC Highways.

In relation to the PC-owned VAS at Tinhay, the trees are in leaf, this coverage means the VAS was not currently working. This was the PC's responsibility, not DCC's. Councillors were informed that the West Devon Drive would be cut soon by the local contractor; he could be approached to cut those branches back. The Chairman agreed to speak to Ambrosia and along with Cllr Sutton-Woodhouse, would look to move the VAS, as an alternative solution.

The traffic lights in Fore Street were still required as there had been a hold up with services works under the footpath; they would not be there too much longer but no definitive removal date was provided by the developer.

There were temporary traffic lights also by Ambrosia/Station Road.

Lifton Road Safety Plan: The Clerk had received a response from D&C Police regarding the speeding issues raised in the Lifton Road Safety Plan and the request for D&C Police to increase speed enforcement in and around Lifton/Liftdown/Tinhay.

Councillors were asked to provide the police with a list of specific locations in the parish and surrounding area that they felt are problematic with speeding.

Councillors agreed that the congestion on North Road outside the school and surgery should be included on this list along with the congestion on New Road (from Lifton Hall Hotel) caused at school drop off/collection times.

Councillors asked Cllr S Dunn, in his capacity as the PC's lead on the Lifton Community Speedwatch Group, to provide the Clerk with a list of other speeding hotspots.

**Action: The Clerk to contact DCC Highways and D&C Police regarding the issues raised above.**

Speedwatch report: Councillors received the latest speed data report. 5 sessions had been carried out. During those sessions undertaken, 60 vehicles exceeded the speed limit. Notes from the Community Speedwatch Group coordinators meeting had also been circulated to Councillors. The

group had requested better statistics from the police and were informed that body-worn cameras are going to be issued to speed watch volunteers. Although there had not been much confrontation experienced by the Lifton CSW volunteers, the cameras will be of help. A police presence had been requested at next Lifton CSW group session.

Cllr Dunn informed the PC that those CSW volunteers over 75 years of age were curtailed in the police public liability insurance policy with certain things not being covered for that age group. Cllr Dunn reported that this may have an impact on the number of volunteers.

## **8.2 Annual Review of Parish Council documents:**

8.2.1 Annual Governance Statement (updated)

8.2.2 Asset Register

8.2.3 Asset Management Policy (new)

8.2.4 Communications Policy (no change)

8.2.5 Complaints Policy and Procedure (no change)

8.2.6 Data Protection Policy (no change)

8.2.7 Financial Regulations (Revised by NALC April 2024)

8.2.8 Internal Control Policy (new)

8.2.9 Insurance policy (updated; renewal in June)

8.2.10 Risk Management Policy (new)

8.2.11 Risk Assessment (updated) – Councillors asked for Lifton’s Community Speedwatch Group to be added to the PC’s RA; the Clerk would update the RA accordingly.

8.2.12 Standing Orders (no change)

**Motion: Councillors resolved to accept all above policy documents, subject to the update being made to the PC’s Risk Assessment (as detailed above). They also agreed to review the new Financial Regulation (2024) at the next PC meeting in June: Proposed (MA); seconded (SD); all in favour.**

**Action: The Clerk to ensure all relevant and updated policies are published on the PC’s website.**

## **8.3 Meeting schedule 2024-25**

Councillors formally noted the PC meeting dates for 2024-25.

## **8.4 Tree work (layby by Community Centre)**

Following the discussion at the last PC meeting, the local contractor had provided a verbal quote of £200 to cut back the trees on/by the layby opposite the Community Centre. Although the branches do need to be tidied up, the work would not be done imminently.

## **8.5 QEII Recreation Ground - Safety surface (for new play tower)**

Councillors were informed that the safety surface for the new piece of play equipment at the QEII Recreation Ground does not connect to the existing surface (path) provided in the first phase of the project. TK Play Ltd. (who are installing the new equipment) have provided a quote of £350 (excluding VAT) to provide an extra piece of path to link the new and existing pathway.

Councillors agreed to fund £150 towards the above costs from the PC's unearmarked reserves and that the remaining £200 be applied for from the WDBC Ward Member's Locality Fund.

Some turfing around the towers should be done on Monday and play area has re-opened. The rubber chips still need to find a home; the Chairman agreed to speak to Lifton Primary School.

**Councillors resolved to pay £150 towards the extra surface to link the pathway in the QEII play area and to seek the remaining £200 from WDBC; Proposed (DM), seconded (SD); all in favour.**

**Action: The Clerk to complete the application form for £200 from the WDBC Ward Member's Locality Fund.**

### **8.6 Defibrillator Update**

Cllr S Dunn and Mr M Greeney undertook the defib checks during May; the defib is in good working order and the first-aid kit was now attached to it.

Cllr K Dunn & Mr Greeney agreed to undertake checks during June.

## **9. Reports:**

### **9.1 QEII Report**

Please see item 8.5 above. The QEII Committee annual meeting will be held on 10<sup>th</sup> June 2024. The Committee will agree a date to hold an official opening ceremony for the play area.

### **9.2 OPCC Councillor Advocate Scheme**

Cllr Gynn provided the following update:

1) The newly elected Police and Crime Commissioner, Alison Hernandez, will be going on the radio for an "Ask the PCC" show. The Commissioner will be answering the public's questions. There will be the opportunity to write in or call in to ask the Commissioner questions in a public setting.

The Commissioner will be appearing on BBC Radio Cornwall 10-11am and BBC Radio Devon 11-12pm on Friday 24<sup>th</sup> May. She will be answering the public's questions. On this show, there will be the opportunity to write in or call in to ask the Commissioner questions in a public setting.

2) Cllr Gynn is to attend (on Teams) a Councillor Advocate meeting; this is meeting no. 2 of 4 for this year on 3<sup>rd</sup> June 2024. The meeting will include both Alison Hernandez, Police and Crime Commissioner, and the Acting Chief Constable Jim Colwell, who will speak about the next Police and Crime Plan 2025-29 and policing visibility/neighbourhood policing.

## **10. Finance**

### **10.1 For payment**

Clerk's salary for May £ 700.70

The Arundell: Tamar Room hire for Lifton PC meeting on 23<sup>rd</sup> May 2024 £ 40.00  
(inc. £6.67 VAT)

Internal Auditor fee – PC Internal Audit 2023-24 £ 130.70

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

[Total payments for May: £ 871.40]

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

## 10.2 Receipts/Payment received:

Interest - April	£ 8.95
WDDB - 1st half of precept 2024/25	£ 8,326.00
WDDB - s106 funds (QEII pavilion electrical services/frost protection)	£ 1,335.00

## 10.3 Outstanding invoices: None

The May invoices for payment and the bank statements issued on 1<sup>st</sup> May 2024 were seen and signed by two Councillors.

### General matters relating to Finance:

#### 10.4 Audit 2023-24:

##### 10.4.1 Internal Financial Control Review

The Clerk shared the internal control review with Councillors and highlighted the main points. There are no concerns and Councillors formally noted the internal financial control review.

##### 10.4.2 Internal Audit Report 2023-24

The internal audit report was shared with Councillors prior to the meeting, as follows:

‘The internal audit was carried out on the 3<sup>rd</sup> May 2024 examining all pertinent documents after checking the website of Lifton Parish Council.

Internal control objectives A to N were checked alongside other items pertinent to good governance of the council – comments as follows.

- 1) Item B on the internal audit relates to compliance with financial regulations. At this present time, no councillors authorise the internet banking on the current account. This is being left to your clerk to not only put the payments up to the bank, but authorising them too. Please refer to Financial Regulations 6.15.

This is considered a risk to both the clerk and the council.

These findings are attached to the Internal Audit report and should be published on the council website.’

Councillors discussed the above and confirmed that agenda item 10.6 on the agenda would address the issue raised in this internal audit report. At present, invoices are approved for payment by Full Council at their monthly meetings; two Councillors authorise payment by signing and dating each invoice, the monthly bank statements and, when required, the quarterly or full-year bank reconciliations. The Clerk is then instructed to make online payments from the PC’s bank account. Councillors noted the requirement for them to authorise such invoice payments, in the future, using the PC’s internet banking facility.

**Motion: Councillors resolved to accept the internal audit report 2023-24: Proposed (VG), seconded (CG); all in favour. A vote was held by show of hands.**

**10.4.3 To consider, approve by resolution and sign section 1 – annual governance statement 2023-24**

The Annual Governance Statement for 2023-24 (Section 1) was considered by the PC.

**Motion: Councillors resolved to approve the annual governance statement 2023-24: Proposed (DM), seconded (TSW); all in favour. A vote was held by show of hands.**

**Section 1 - The annual governance statement 2023-24 was completed and signed by the Chairman and the Clerk at the meeting.**

**10.4.4 To consider, approve by resolution and sign section 2 - accounting statements 2023-24**

The Annual Accounting Statements for 2023-24 (Section 2) were considered by the PC along with the explanation of variances.

Only two explanations of variances were required, as follows:

Under box 3 'Total Other Receipts': Reduction in income from burial ground in 23-24 (£2325 in 22-23 to £1810 in 23-24). Reduction in income from s106 funding in 23-24 (£5322 in 22-23 to £1231 in 23-24). Grant of £7000 was received in 22-23 towards new play equipment project; no grant received in 23-24.

Under box 6 'All Other Payments': Reduction in expenditure in 23-24 in comparison to 22-23 due to £10137 spend on improvements/repairs to play area & sports pavilion in 22-23; one off purchase in 22-23 of new storage container (£3845); emergency tree removal in 22-23 (£900); new PC website launched in 22-23 (£597); and various repair works undertaken in parish in 22-23 to bus shelter, village map etc. (£955). PC saw reduction in repair/replacement expenditure in 23-24.

**Motion: Councillors resolved to approve the annual accounting statements 2023-24 including the explanation of variances: Proposed (SD), seconded (CE); all in favour. A vote was held by show of hands.**

**Section 2 – The Annual Accounting Statements 2023-24 was signed by the Chairman at the meeting.**

**10.4.5 To consider and approve by resolution the explanation of variances 2023-24**

Please see item 10.4.4.

**10.4.6 To resolve to agree the Notice of Public Rights and Publication of Council's Accounts dates as 3<sup>rd</sup> June to 12<sup>th</sup> July 2024**

**Motion: Councillors resolved to agree the 'Notice of Public Rights and Publication of Council's Accounts' dates as 3<sup>rd</sup> June to 12<sup>th</sup> July 2024: Proposed (MA), seconded (DM); all in favour. A vote was held by show of hands.**

**10.5 Community First Insurance Renewal – 1<sup>st</sup> June 2024**

The Clerk reported that the insurance renewal for 2024-25 had only just been received today. The Clerk would review the renewal with the Chairman and would seek approval for payment of the invoice (from the Chairman and Vice-Chairman) as the renewal date was wef 1<sup>st</sup> June 2024, which was prior to the next PC meeting.

**Motion: Councillors resolved to enter into a 3-year LTA with Community First Insurance and agreed the payment of the renewal invoice as detailed above; Proposed: (TSW); seconded: (DM); all in favour. A vote was held by show of hands.**

## 10.6 PC Bank account – Councillor approval of payments

Following the Internal Auditors findings (Item 10.4.2), the Clerk provided information on how Councillors can get themselves set up on the PC's online banking facility in order for them to authorise the monthly invoice payments. The Clerk would remain as the online system administrator and set up the payments but two Councillors would be required to manually log-in to approve the monthly invoice payments online.

**Motion: Councillors resolved that Cllr Edmonds, Cllr Measey, Cllr S Dunn and Cllr Lees (in his absence) will undertake the process required by the PC's bank provider to update the payment controls and bank mandate which will allow these Councillors to authorise online invoice payments from the PC's current account.**

**Councillors agreed that, in the meantime, invoices should continue to be paid via the current online set up by the Clerk. Proposed (DM); seconded (SD); all in favour.**

## 11. Planning

### 11.1 Applications:

1017/24/TPO - Proposal: T1 & T2: Oak Trees - Fell trees for clearance for telephone communication mast & T3: Beech Tree - fell tree for clearance for telephone communication mast. Site Address: Wortham Farm Lifton PL16 0ED.

Councillors supported this application.

**Proposed and seconded. PC decision: support (8); not support (0); abstain (0). All in favour. A vote was taken by show of hands.**

### 11.2 Approvals:

0648/24/ARC - Approval of Details Reserved by Conditions. Site Address: Glenside, Old Tinhay, Lifton, PL16 0AL. Description: Application for approval of details reserved by conditions 3 (Hard & Soft Landscape Works) and 11 (Carbon Reduction) of planning consent 0487/22/FUL. **Decision:** Discharge of Condition Approved

1312/24/ARC - Approval of Details Reserved by Conditions. Applicant Name: Wain Homes (South West). Site Address: Development Site At Sx 382 850, Fore Street, Lifton. Description: Application for approval of details reserved by condition 6 (External Finishes) of planning consent 2879/22/ARM. **Decision:** Discharge of Condition Approved

### 11.3 Refusals: None

### General matters relating to Planning:

**11.4** *There is no statutory consultation requirement on the applications below - The information is being sent for information only:*

1312/24/ARC - Approval of Details Reserved by Conditions. Applicant Name: Wain Homes (South West). Site Address: Development Site at Sx 382 850, Fore Street, Lifton. Description: Application for approval of details reserved by condition 6 (External Finishes) of planning consent 2879/22/ARM

1494/24/NMM - Non-Material Minor Amendment. Applicant Name: Wain Homes (South West). Site Address: Development Site At Sx 382 850, Fore Street, Lifton, PL16 0BT. Description: Non material minor amendment to planning consent 2536/20/OPA for amendment to condition 9 (lighting)

**12. Correspondence:**

Councillors noted the following correspondence received since the last meeting:

Safety of Lithium-ion Batteries and e-bikes and scooters campaign

Event Notification: Babble Ride Across Britain 2024 – 7th-15th September 2024: Full details available via: <https://www.rideacrossbritain.com/>

**13. Councillors' items for future agenda:** Parish footpaths and any items detailed in these minutes.

**Next Meeting:** 7.00pm, Thursday, 27th June 2024 (QEII Pavilion)

Meeting closed at 20:50.

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