

Lifton Parish Council

Minutes of the Annual Meeting of Lifton Parish Council held in the Tamar Room (The Arundell), Lifton on 28th May 2026

These minutes are provisional until they are agreed and signed by the Chairman at the next meeting of the parish council

Present: Cllr Edmonds (Chairman), Cllr Barriball, Cllr K Dunn and Cllr S Dunn

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

Cllr Edmonds proposed (KD), seconded (LB) 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 Alexander, Cllr Gynn, Cllr Lees and Cllr Measey (apologies for the reasons given were approved)

3. Minutes: The minutes of the meeting on 23rd April 2026 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. Although absent from the meeting, Cllr Measey had provided prior written confirmation to the Clerk that should he be nominated/seconded for the role of Vice-Chairman, he would accept the position.

6.2 Employment Committee: Cllr Edmonds, Cllr K Dunn, Cllr Lees, Cllr Alexander and Cllr Barriball

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

6.4 Recreation Field Committee: Cllr Edmonds and Cllr Measey

Membership of the three above committees were proposed (CE), seconded (SD) and voted unanimously by a show of hands.

7. Public Participation/Borough Cllr. Update:

Public Participation: None

Borough Cllr. Update: West Devon Borough Council held their annual meeting on Tuesday, 19th May 2026. Tamarside Ward Member, Cllr Chris Edmonds, was elected as Mayor for the coming year. Cllr Edmonds set a fundraising Mayor's Challenge to visit 45 of the towns and parishes across the borough during his year in office. The sponsored challenge will raise funds for SPACE Youth Services, a charity delivering youth work, community projects and support for young people across the county. Further details can be found via: <https://www.westdevon.gov.uk/news/2026/west-devon-borough-council-celebrate-community-work-annual-council> and <https://www.justgiving.com/page/cllr-chris-edmonds-1>

8. General items:

8.1 Highways Update

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.

A further update from DCC Highways had been received regarding the PC's request for improved pedestrian safety by way of the possible installation of crossings on Fore Street:

ENQ261973889 - Highway Comments, Enquiry. Location: Fore Street, Lifton. Thank you for taking the time to submit this report. What action has been taken?

Thank you for your request regarding the provision of a pedestrian crossing point, or a central refuge island, in Lifton.

We recognise the concerns raised about pedestrian safety and the desire to improve facilities for those crossing the road within the village.

In terms of progressing either option, there are a few important considerations to be aware of. At present, schemes of this nature are not funded through our core programme. Should the Parish Council wish to take this forward, it would need to be promoted as a community-led scheme, with funding secured externally.

By way of guidance, a zebra crossing is likely to be in the region of £120,000. A central refuge island would generally be lower in cost; however, this would still be subject to feasibility, site constraints, and detailed design, which would determine whether it is a suitable and safe option at this location.

Both options would require changes to the existing layout of the road. This is likely to result in the loss of some on-street parking, including spaces currently located outside the village shop, in order to meet visibility and safety requirements.

If the Parish Council would like to explore this further, we would be happy to provide advice on feasibility, design considerations, and the process for developing a scheme. It may also be worth considering whether alternative, lower-cost measures could provide an improvement to pedestrian safety.

Councillor agreed that the above response should be discussed further at June's PC meeting. All agreed.

Other issues raised at the meeting:

The pothole at Duntz Hill has been filled by DCC Highways.

A report of cars parked outside West End Cottages has been forwarded to Devon & Cornwall Police and DCC Highways. The local PCSO has also been contacted in the hope action is taken.

Cllr S Dunn raised awareness of DCC Highways 'Road Warden Scheme', a self-help that allows local councils and community groups to deliver approved minor works on or around the public highway. The Clerk was asked to look further into this scheme and provide an update at the next meeting.

One of the vehicle-activated speed signs (VAS) has been moved to the area known as the village green. Cllr K Dunn asked whether the overhanging tree branches could be cut back by this VAS; Cllr Edmonds agreed to take this request forward.

The faulty Liftondown VAS was sent back to supplier under guarantee but no issues were found. It will be reinstalled and tested again to ensure it is in fully working order.

The Clerk reported that the proposal from Lifton's Busy Bees Group for daffodil planting in the village had been received on 27th May 2026. Councillors agreed that the proposal should be shared with all Councillors and put back on the PC agenda in June. All agreed.

Lifton Community Speed Watch Group: Councillors received the latest speed data reports prior to the meeting. Cllr S Dunn agreed to undertake a site visit to look at whether a request for another

speedwatch site was viable near the Fox & Grapes pub. New speedwatch sites have to be approved by Devon & Cornwall Police to ensure the safety of the speedwatch volunteers and all road users.

8.2 Annual Review of Parish Council documents:

- 8.2.1 Annual Governance Statement (updated)
- 8.2.2 Asset Register (updated)
- 8.2.3 Asset Management Policy (no change)
- 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 (no change)
- 8.2.8 Internal Control Policy (revised – bank signatories)
- 8.2.9 Insurance policy (updated; renewal in June – see item 10.5)
- 8.2.10 Publication Scheme (updated; hourly rate/copy charges increased)
- 8.2.11 Risk Management Policy (no change)
- 8.2.12 Risk Assessment (updated)
- 8.2.13 Standing Orders (no change)
- 8.2.14 IT Policy (no change)
- 8.2.15 Terms of reference:
 - a) Appeals Committee
 - b) Employment Committee
 - c) QEII Committee
- 8.2.16 Policies updated by NALC: Anti-Harassment & Bullying Policy; Disciplinary Policy; Equality & Diversity Policy; Grievance Policy; Training & Development Policy
- 8.2.17 All other PC policies (no changes): Data Retention & Disposal Policy, Dignity at Work Policy, Employment Policy & Procedures; General Reserves Policy; Health & Safety Policy; Privacy Notices (x2); Privacy Policy; Data Breach Response Policy; Subject Access Policy

Motion: Councillors resolved to accept and adopt all above policy documents; they also agreed that only those policies that are required to be on the annual agenda are those listed in the Standing Orders. Although all other policies will be continually reviewed by the Clerk; they will only be reported to the Council if and when there have been any legal or national amendments/updates; these policies will otherwise return to the Council for review every 3 years. Proposed (CE); seconded (SD); all in favour. A vote was held by a show of hands.

Action: The Clerk to ensure all relevant and updated policies are published on the PC's website and/or made available upon written request.

8.3 Review of PC's memberships/subscriptions

Councillors resolved to continue membership/subscription to DALC/NALC, SLCC, ICCM and Parish Online. **Proposed (KD); seconded (LB); all in favour.**

Action: The Clerk to ensure all relevant memberships/subscriptions for Lifton PC are renewed accordingly.

8.4 Meeting schedule 2026-27

Councillors formally approved the PC meeting dates for 2026-27. All agreed.

8.5 Parish Council – IT support

Councillors discussed the various quotes obtained by the Clerk for a new IT provider for the parish council website and email accounts. They were informed that the contract with the current provider would be up for renewal wef 1st July 2026.

Motion: Councillors resolved to enlist the services of ‘Parish Online’ for the PC’s website and email accounts thus replacing the current IT provider. Proposed (SD); seconded (LB); all in favour. A vote was held by a show of hands.

Action: The Clerk to liaise with Parish Online and assist with the migration of the PC’s website and email accounts.

8.6 Allotments

Councillors agreed, at the PC meeting held on 23rd April 2026, to defer making a decision about allotment ownership until members of Lifton’s Village Show (Garden Society) had held a meeting to determine whether some of the group would like to form a committee to manage the allotments on behalf of Lifton Parish Council. Those interested members of the group were subsequently asked to submit a proposal to the parish council.

The Clerk informed Councillors that a draft constitution from the group was received via email on 27th May 2026.

Councillors took the decision to defer this item again given the late submission of the draft constitution. They agreed that the draft constitution and allotment ownership should be discussed by all Councillors at the June PC meeting. All agreed.

8.7 Parish Council – Liftondown Noticeboard

Councillors were informed that the small noticeboard in Liftondown was in need of repair.

Councillors agreed for the Clerk to work in liaison with the Parish Chairman to action a suitable cost-effective solution to repair the current noticeboard. All agreed.

8.8 Defibrillator Update

Cllr Measey undertook the defib checks at the Community Centre in May; it was in good working order. Cllr K Dunn agreed to carry out the defib checks during June.

9. Reports

9.1 OPCC Councillor Advocate Scheme

Although absent, Cllr Gynn provided the following report to Councillors prior to the meeting:

On Monday, 29 June, I will be attending an annual event at Exeter, hosted by Alison Hernandez, our Police and Crime Commissioner. At the event, the commissioner will be outlining the objectives of her Police & Crime Plan 2025 to 2029.

<https://devonandcornwall-pcc.gov.uk/wp-content/uploads/2024/12/Police-and-Crime-Plan-2025-FINAL.pdf>

This document is worth a scan, because it references and links all aspects of crime, in Devon, Cornwall, and the Isles of Scilly.

If any councillors have a specific question which they would like me to raise, for example, rural crime or fly-tipping. Please let Cllr Gynn know.

10. Finance

10.1 For payment:

Clerk's salary & WFH allowance	£ 782.62
Clerk's expenses: x8 Second class stamps & 1 HP 301XL High Yield Black Original Ink Cartridge	£ 53.07
Employee pension for May (£7.39 employers' contribution + £9.86 employees' contribution deducted from monthly salary)	£ 17.25
HMRC: National Insurance Contribution	£ 52.42

The Arundell: Tamar Room hire for LPC meeting on 28.05.26 (inc. £6.67 VAT)	£ 40.00
Internal Auditor fee – PC Internal Audit 2025-26	£ 105.70
Community First: Annual PC Insurance Renewal wef 1st June 2026	£2,261.21
Lloyds Bank charges (to be taken by DD on or after 19 May 2026)	£ 4.25

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

[Total above payments to be made £3,316.52]

Action: Clerk to set up all payments online for further Councillor authorisation.

The above invoices for payment and the bank statements dated 1st May 2026 were seen and signed by two Councillors.

10.2 Receipts:

Interest - April	£ 3.74
HMRC: Final VAT refund for 2025-26	£ 2,744.71
WDBC: 1st half of precept 2026-27	£ 10,642.00
David Gynn Memorials: Memorial fee	£ 100.00
Co-Op: Memorial fee (tablet in cremation area)	£ 75.00

10.3 Outstanding invoices: None

General matters relating to Finance:

10.4 Audit 2025-26:

10.4.1 Internal Audit Reports 2025-26

Lifton PC's Internal Auditor confirmed, on 9th May 2026, that there was no need for any further/separate internal audit report this year. They completed and signed/dated the Annual Internal Audit Report 2025/26, page 3 of the 2025-26 AGAR/external audit.

Motion: Councillors resolved to accept the internal audit report 2025-26: Proposed (LB), seconded (KD); all in favour. A vote was held by a show of hands.

10.4.2 To consider, approve by resolution and sign section 1 – annual governance statement 2025-26

The Annual Governance Statement for 2025-26 (Section 1) was considered by the PC.

Motion: Councillors resolved to approve the annual governance statement 2025-26: Proposed (KD), seconded (LB); all in favour. A vote was held by a show of hands.

Section 1 - The annual governance statement 2025-26 was completed and signed by the Chairman and the Clerk at the meeting.

10.4.3 To consider, approve by resolution and sign section 2 - accounting statements 2025-26

The Accounting Statements for 2025-26 (Section 2) and the explanation of variances were shared with Councillors prior to the meeting at which they were considered by the PC.

Motion: Councillors resolved to approve the annual accounting statements 2025-26 including the explanation of variances: Proposed (KD), seconded (SD); all in favour. A vote was held by a show of hands.

Section 2 – The Annual Accounting Statements 2025-26 was signed by the Chairman at the meeting.

10.4.4 To consider and approve by resolution the explanation of variances 2025-26

Please see item 10.4.3 above.

10.4.5 To resolve to agree the Notice of Public Rights and Publication of Council's Accounts dates as 3rd June 2026 to 14th July 2026

Motion: Councillors resolved to agree the 'Notice of Public Rights and Publication of Council's Accounts' dates as 3rd June to 14th July 2026: Proposed (KD), seconded (SD); all in favour. A vote was held by show of hands.

Action: The Clerk to publish the 'Notice of Public Rights and Publication of Council's Accounts' in the main village noticeboard and on the Parish website on/by 1st June 2026; and to send the Annual Governance and Accountability Return 2025/26 (AGAR) to PKF Littlejohn LLP within the external auditors set deadline.

10.5 Community First Insurance Renewal – 1st June 2026

The Clerk reported that the insurance renewal for 2026-27 had been received. Councillors were advised to approve the payment of the invoice (under item no. 10.1 above) as the renewal date was 1st June 2026.

The Clerk, in liaison with the Parish Chairman, will continue to work with Community First to amend the PC's insurance policy if that is deemed necessary. A further update will be provided to Councillors at the next PC meeting.

Motion: Councillors resolved to enter year-3 of the 3-year LTA with Community First Insurance and agreed payment of the renewal invoice as detailed in item no. 10.1 above: Proposed: (LB); seconded: (SD); all in favour. A vote was held by a show of hands.

11. Planning

11.1 Applications:

3855/24/ARM - Proposal: READVERTISEMENT (Revised plans & details) Reserved Matters Application for Layout, Scale, Appearance and Landscaping for the Construction of 68 Dwellings with Associated Public Open Space including Allotments, Landscaping and Sustainable Drainage and the Discharge of Conditions 1, 2, 4, 5, 6, 7, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 27 Pursuant To Outline Application 2536/20/OPA. Site Address: Development Site At Sx 382 850 Fore Street, Lifton. [Click here to view application](#)

Councillors discussed the application for phase 2 of the Wain Homes Oakdene development and the revised plans/details to clear and discharge the above numbered conditions.

Councillors were informed that the planning authority (West Devon Borough Council) have had detailed conversations with the developers regarding landscape, sports and recreation etc., which has resulted in significant changes to the layout, pedestrian access, changes to the drainage systems and improvements to the boundary treatments.

In relation to carbon emissions, there was also a proposal for the use of air source heat pumps on all properties and solar panels on 25% of properties; these proposals are likely to be acceptable to the planning authority given this is in line with what happened on phase 1 of the development.

Councillors discussed whether Devon County Council (flood authority) and WDBC would accept the proposed attenuation tank which will discharge run off water into the existing attenuation pond at the site which then runs into the main Lifton sewer system in a controlled manner, as opposed to a 'Sustainable Drainage System' (SuDS) to manage surface water runoff at the site.

Councillors agreed to support this application subject to the drainage changes being formally approved by the flood authority (DCC) and subject to confirmation of the ownership and on-going maintenance of the 15-metre 'green buffer' zone between Lifton Wood and the boundary of the houses on the development. Councillors felt that this buffer zone could be wrongfully utilised by each property to extend the size of their gardens.

Proposed and seconded. PC decision: support (4); not support (0); abstain (0). All in favour. A vote was taken by a show of hands.

11.2 Approvals:

3295/25/FUL - Description: Application for agricultural track / service road (retrospective). Site Address: Land At Sx 364 861, Launceston. **Decision:** Conditional Approval [Click here to view the application](#)

3601/25/VPO - Description: Application for modification of Section 106 Agreement on 0159/22/VAR. Applicant Name: LiveWest Homes Limited. Site Address: Development Site At Sx 383 851, Fore Street, Lifton. **Decision:** Approval [Click here to view application](#)

0511/26/PDM - Description: Prior Approval for the change of use of an agricultural building to 4 dwelling houses (C3) and associated operational development (Class Q (a+c)). Site Address: Barn At Sx 400 842 Ridgcombe Farm, Lifton. **Decision:** Prior Approval Required and Given. [Click here to view the application](#)

0545/26/FUL - Description: Installation of new roller shutter doors, metal personnel doors and replacement cladding to Barns 1 and 3 in association with and to facilitate the proposed flexible commercial use subject to separate Prior Approval application Ref: 0241/26/PAU. Site Address: Ridgcombe Farm, Lifton PL16 0HD. **Decision:** Conditional Approval [Click here to view the application](#)

0706/26/PDM - Description: Application to determine if prior approval is required for a proposed change of use of agricultural building to 4No dwelling houses (Class C3) & for associated development (Class Q (a+c)). Site Address: Ridgcombe Farm, Lifton PL16 0HD. **Decision:** Prior Approval Required and Given. [Click here to view the application](#)

1053/26/ARC - Description: Application for approval of details reserved by condition 3 (Surface Water Drainage Scheme) of planning consent 0028/24/VAR. Site Address: New Barn, Launceston PL15 9QX. **Decision:** Discharge of Condition Approved. [Click here to view the application](#)

3323/25/FUL - Description: Formation of an alternative infiltration pond to serve the surface water drainage requirements of the proposed new access road approved under 3198/22/ARM & the development approved under 1408/20/OPA. Site Address: Land At SX 375 853, Strawberry Fields Lifton. **Decision:** Conditional Approval. [Click here to view the application](#)

11.3 Refusals: None

11.4 Appeals:

028742 (PINS Ref: APP/Q1153/C/25/3374608) - Proposal: Alleged unauthorised ground works, hardstanding, siting of caravans and COU of land (residential use). Site Address: Land to the West of Midway, Liftondown PL16 0DB. Appeal Decision: Dismissed (Enf. Notice Upheld with Variations to Notice)

029389 (PINS Ref: APP/Q1153/C/25/3374695) - Proposal: Alleged unauthorised change of use of land to residential. Site Address: Land at SX 367 853, Liftondown. Appeal Decision: Dismissed (Enf. Notice Upheld with Variations to Notice)

General matters relating to Planning:

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

1193/26/NMM Non-Material Minor Amendment - Description: Non-material Amendment application for minor design modifications for operational and health & safety improvements of water abstraction infrastructure. Applicant Name: South West Water. Site Address: Land At Sx 373 834 Lifton. [Click here to view the application](#)

12. Correspondence:

Letter from The Rt. Hon. Sir Geoffrey Cox KC MP – Connectivity Forum update

13. Councillors' items for future agenda: Allotments, Village daffodil planting and Highways (Fore Street pedestrian crossing / road warden scheme).

Meeting closed at 20:29.

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

Next Meeting: 7.00pm, Thursday 25th June 2026 (Venue to be confirmed)