

Lifton Parish Council

**You are hereby invited to attend the Annual Meeting of Lifton Parish Council,
in the Main School Hall – Lifton Community Academy,
on Thursday 25th May 2023 at 7.00pm**

- 1. Apologies**
- 2. Minutes** of 27th April 2023 and Annual Parish Assembly Minutes of 27th April 2023
- 3. Dispensations and Declarations of Interest**
- 4. Visiting Speaker** – None
- 5. Election of Officers**
 - 5.1 Chairman (*To include signing of declaration of acceptance of Chairman role*)
 - 5.2 Vice-Chairman
 - 5.3 Employment Committee
 - 5.4 Recreation Field Committee
 - 5.5 Appeals Committee
- 6. Public Participation/Borough Cllr. Update**
- 7. General items**
 - 7.1 Highways Update
 - 7.2 Annual Review of Parish Council documents:
 - 7.2.1 Annual governance statement (updated)
 - 7.2.2 Risk assessment (updated)
 - 7.2.3 Financial regulations (no change)
 - 7.2.4 Insurance policy (updated; renewal in June)
 - 7.2.5 Asset register (updated)
 - 7.2.6 Subscriptions to other bodies (DALC, Parish Online etc.)
 - 7.2.7 Standing orders (no change)
 - 7.2.8 Communications Policy (no change)
 - 7.2.9 Employment committee terms of reference (no change)
 - 7.2.10 Appeals committee terms of reference (no change)
 - 7.2.11 Privacy Notice for residents and the public (no change)
 - 7.2.12 Privacy notice for staff and councilors (no change)
 - 7.2.13 Subject Access Policy (no change)
 - 7.2.14 Privacy Policy (no change)
 - 7.2.15 Security Incident Response policy (no change)
 - 7.2.16 Publication Scheme (updated; increase in Clerk's working hours included)
 - 7.2.17 Complaints Policy and Procedure (no change)
 - 7.2.18 Health & Safety Policy (no change)
 - 7.2.19 General Reserves Policy (no change)
 - 7.2.20 Data Protection Policy (no change)
 - 7.2.21 Employment Policy & Procedures (no change)
 - 7.2.22 Anti-bullying & Harassment Policy (no change)
 - 7.2.23 Disciplinary Policy (no change)
 - 7.2.24 Equality & Diversity Policy (no change)

- 7.2.25 Grievance Policy (no change)
- 7.2.26 Training & Development Policy (no change)

7.3 Meeting schedule 2023-24

7.4 Defibrillator Update

8. Reports

8.1 OPCC Councillor Advocate Scheme

9. Finance

9.1 For payment:

Clerk's salary	£
Clerk's expenses	£
More Creative: QEII Dog fouling sign	
50% deposit paid on 24.04.2023 (inc. £5.82 VAT)	£ 34.94
Remaining 50% balance paid on 15.05.2023 (inc. £5.82 VAT)	£ 34.94
Imperative Training Ltd. (The Defib Shop): Replacement defib pads (inc. £21.79 VAT)	£ 130.74
Internal Audit Fee 2022-23 (T. Faull)	£ 30.00
Community First Insurance Policy Renewal 2023-24	£1,958.49

9.2 Receipts:

Interest	£ 5.42
WDBC - 1st half of precept 2023/24	£7569.00
G.F. Gubbin Funeral Services: Interment of ashes and exclusive rights	£ 300.00

9.3 Outstanding invoices: None

General matters relating to Finance:

9.4 Audit 2022-23:

9.4.1 Internal Control Review

9.4.2 Internal Audit Report 2022/23

9.4.3 To consider, approve by resolution and sign section 1 – annual governance statement 2022/23

9.4.4 To consider, approve by resolution and sign section 2 - accounting statements 2022/23

9.4.5 To note the explanation of variances 2022/23

9.5 Community First Insurance Renewal – 1st June 2023

10. Planning

10.1 Applications: 0275/23/FUL - Proposal: Extension of workshop. Site Address: Autospray Bodyshop Centre, Tinhay Mill Industrial Estate, Tinhay, PL16 0AH

10.2 Approvals: 1075/23/ARC - Location: Borough House Fore Street Lifton PL16 0BH.

Application Type: Approval of Details Reserved by Conditions (discharge). Proposal: Application for approval of details reserved by condition 5 (Foul Drainage) of planning consent 4116/17/OPA.

Decision: Discharge of condition Approved

0587/23/ADV - Location: Mole Valley Farmers Spry Mill Station Road Tinhay PL16 0BA. Application Type: Advertisement Consent. Proposal: Advertisement consent for 2 x non illuminated external wall signs 7050mm x 4250mm. **Decision:** Conditional Approval

0970/23/AGR - Location: Stone Farm Lifton PL16 0ED. Application Type: Agricultural Determination. Proposal: Application to determine if prior approval is required for proposed agricultural storage building. **Decision:** Ag Determination details not required

1332/23/COM - Location: Land at SX 385 870 Wortham Farm Lifton PL16 0ED. Application Type: 28 (1 month) Communication PD Application. Proposal: Notice of intention to install Electronic Communication Apparatus comprising of upgrade to existing 15m HD sectorised column with delta headframe, existing x2 antennas replaced with x3 antenna, existing equipment cabin refreshed internally including additional ancillary works. **Decision:** Permitted development

10.3 Refusals: 1061/23/ARC – Location: Borough House Fore Street Lifton PL16 0BH.

Application Type: Approval of Details Reserved by Conditions (discharge). Proposal: Application for approval of details reserved by condition 6 (Sustainable Drainage Option) of planning consent 4116/17/OPA. **Decision:** Discharge of condition Refused

General matters relating to Planning:

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

1289/23/ARC - Application Type: Approval of Details Reserved by Conditions (discharge). Wooladon Farm Liftondown PL16 0DD. Application for approval of details reserved by condition 9 (Parking /EVCPs) of planning consent 3933/22/FUL

1332/23/COM - Application Type: 28 (1 month) Communication PD Application. Land at SX 385 870 Wortham Farm Lifton PL16 0ED. WHP Telecoms Ltd - Notice of intention to install Electronic Communication Apparatus comprising of upgrade to existing 15m HD sectorised column with delta headframe, existing x2 antennas replaced with x3 antenna, existing equipment cabin refreshed internally including additional ancillary works.

1356/23/ARC - Application Type: Approval of Details Reserved by Conditions (discharge). Borough House Fore Street Lifton PL16 0BH. Application for approval of details reserved by condition 7 (WSI) of planning consent 4116/17/OPA

11. Correspondence

12. Councillors' items for future agenda

Next Meeting: 7.00pm, Thursday 22nd June 2023, Venue to be confirmed, Lifton

Signed by the Clerk to the Parish Council: *S Willis*