

## Lifton Parish Council

**Councillors are hereby summoned and members of the public and press are invited to attend the Annual Meeting of Lifton Parish Council in the Tamar Room (The Arundell) on Thursday 23<sup>rd</sup> May 2024 at 7.00pm**

- 1. Election of Chairman** (including signing of declaration of acceptance of Chairman role)
- 2. Apologies**
- 3. Minutes** of the Meeting of Lifton Parish Council on 25<sup>th</sup> April 2024
- 4. Dispensations and Declarations of Interest**
- 5. Visiting Speaker** – None
- 6. Election of Officers**
  - 6.1 Vice-Chairman
  - 6.2 Employment Committee
  - 6.3 Appeals Committee
  - 6.4 Recreation Field Committee
- 7. Public Participation/Borough Cllr. Update**
- 8. General items**
  - 8.1 Highways Update including Vehicle Activated Speed Signs (VAS)
  - 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)
    - 8.2.12 Standing Orders (no change)
  - 8.3 Meeting schedule 2024-25
  - 8.4 Tree work (layby by Community Centre)
  - 8.5 QEII Recreation Ground - Safety surface (for new play tower)
  - 8.6 Defibrillator Update
- 9. Reports**
  - 9.1 QEII Report
  - 9.2 OPCC Councillor Advocate Scheme

## 10. Finance

### 10.1 For payment:

Clerk's salary for May	£
The Arundell: Tamar Room hire for Lifton PC meeting on 23 <sup>rd</sup> May 2024 (inc. £6.67 VAT)	£ 40.00
Internal Auditor fee – PC Internal Audit 2023-24	£ 130.70

### 10.2 Receipts:

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

### General matters relating to Finance:

#### 10.4 Audit 2023-24:

10.4.1 Internal Financial Control Review

10.4.2 Internal Audit Report 2023-24

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

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

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

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

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

10.6 PC Bank account – Councillor approval of payments

## 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

**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**

**13. Councillors' items for future agenda**

**Next Meeting:** 7.00pm, Thursday 27<sup>th</sup> June 2024 (Venue to be confirmed)

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