

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 29th May 2025 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 24th April 2025
- 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
 - 8.2 Annual Review of Parish Council documents:
 - 8.2.1 Annual Governance Statement (updated)
 - 8.2.2 Asset Register (as reported at 24th April LPC Meeting)
 - 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 (Revised by NALC - March 2025)
 - 8.2.8 Internal Control Policy (no change)
 - 8.2.9 Insurance policy (updated; renewal in June)
 - 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 (Revised by NALC - March 2025)
 - 8.2.14 Bio-Diversity Policy (new)
 - 8.2.15 IT Policy (new)
 - 8.3 Review of PC's memberships/subscriptions
 - 8.4 Meeting schedule 2025-26
 - 8.5 Allotments
 - 8.6 Defibrillator Update

9. Reports

9.1 OPCC Councillor Advocate Scheme

10. Finance

10.1 For payment:

Clerk's salary for May	£	
HMRC: National Insurance Contribution	£	
Clerk's expenses: Renewal of Norton anti-virus software on PC laptop	£	34.99
The Arundell: Tamar Room hire for Lifton PC meeting on 29 th May 2025 (inc. £6.67 VAT)		
	£	40.00
Internal Auditor fee – PC Internal Audit 2024-25	£	105.70
Community First: Annual Insurance Renewal wef 1st June 2025		£2051.68
Lloyds Bank charges 10th March to 9th April 2025 (to be taken by DD on or after 19.05.25)	£	4.25
Launceston Print – Village Trail Leaflets (1000 copies)	£	229.00

10.2 Receipts:

Interest - April	£	5.14
WDBC: Grant payment for works at QEII	£	6204.00
HMRC: Final VAT refund for 2024-25	£	2659.64
WDBC: 1st half of precept 2025-26	£	8992.00

10.3 Outstanding invoices: None

General matters relating to Finance:

10.4 Audit 2024-25:

10.4.1 Internal Audit Reports 2024-25

10.4.2 To consider, approve by resolution and sign section 1 – annual governance statement 2024-25

10.4.3 To consider, approve by resolution and sign section 2 - accounting statements 2024-25

10.4.4 To consider and approve by resolution the explanation of variances 2024-25

10.4.5 To resolve to agree the Notice of Public Rights and Publication of Council's Accounts dates as 3rd June to 14th July 2025

10.5 Community First Insurance Renewal – 1st June 2025

10.6 Annual Review – Lifton PC Banking

10.7 Donation request – Community Centre Summer Fete

11. Planning

11.1 *Applications*: None

11.2 Approvals:

0832/25/ARC - Approval of Details Reserved by Conditions. Description:

Application for approval of details reserved by conditions 9 (EVCP) and 10 (DEV32) of planning consent 4762/21/ARM. Site Address: Land at the rear of Borough House, Fore Street, Lifton.

Decision: Discharge of Condition Approved

0039/25/FUL Full Planning Application. Description: Erection of extension to Wooladon Wedding Barn to provide WC & storage facilities. Site Address: Wooladon Farm, Liftondown PL16 0DD.

Decision: Conditional Approval

11.3 Refusals: None

General matters relating to Planning:

11.4 Meeting of local Parish Councils on the 27th June 2025

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

1242/25/NMM - Non-Material Minor Amendment. Site Address: Development Site At Sx 382 850 Fore Street, Lifton. Description: Non-material minor amendment to planning consent 2873/22/ARM for change to LEMP to allow for annual trim of northern hedge

12. Correspondence

South West Water – Drought Permit Environmental Assessment: Access for surveys River Lyd (site 3)

13. Councillors' items for future agenda

Next Meeting: 7.00pm, Thursday 26th June 2025 (Venue to be confirmed)

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