

Lifton Parish Council

Minutes of the Annual Meeting of Lifton Parish Council held in the Main School Hall, Lifton Community Academy on 25th May 2023

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 Dunn, Cllr Lees and Cllr Sutton-Woodhouse

1. Apologies: Cllr Glen and Cllr Measey

2. Minutes: The minutes of the meeting 27th April 2023 and Annual Parish Assembly minutes of 27th April 2023 were approved as a true and accurate record of the meeting and were signed by the Chairman.

3. Dispensations and Declarations of Interest: None

4. Visiting Speaker: None

5. Election of Officers

5.1 Chairman: Cllr Edmonds proposed, seconded and voted unanimously. Cllr Edmonds signed the acceptance of office form for the role of Chairman of the Council.

5.2 Vice-Chairman: Cllr Measey, although absent from the meeting was proposed, seconded and voted unanimously.

5.3 Employment Committee: Cllr Edmonds, Cllr Glen, Cllr Lees and Cllr Sutton Woodhouse. The remaining vacancy will be filled when a new Councillor has been co-opted.

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

5.5 Appeals Committee: Cllr Measey and Cllr Dunn. The remaining vacancy will be filled when a new Councillor has been co-opted.

All of the above Committee positions were formally approved by the Councillors present at the meeting: Proposed, seconded; All in favour.

6. Public Participation/Borough Cllr. Update:

Public Participation: None

Borough Cllr. Update: Following the local council elections held on 4th May 2023, West Devon Borough has a hung council. The following seats were won at the above local election: Conservatives: 11; Independents: 10; Green Party: 4; Liberal Democrats: 2; and Labour: 1. 28 Members were sworn in to conduct business. There will be 2 bi-elections held on 15th and 22nd June 2023 to fill 3 seats. The WDBC annual meeting will be held on Tuesday, 30th May 2023. A WDBC Leader and Deputy Leader and the Mayor and Deputy Mayor will be elected at this meeting. Membership on WDBC Committees will take place after the bi-elections.

7. General items:

7.1 Highways Update

Fore Street: The Chairman reported that he had had a further meeting with South West Water and a conversation with the contractor and confirmed that Fore Street had reopened earlier today. It will be closed tomorrow morning for approximately 2 hours for the contractor to remove the signage and fences. Kier Group will need to undertake work on the water main at some point in the future.

The damaged sign and verge at the top of Darkey Lane have been repaired. The potholes at the top of the lane have been reported to Highways, but at this stage, they do not meet their safety criteria for repair.

The Clerk provided the following details to Councillors that had been reported to or from Devon Highways since the last meeting as follows:

Temporary Traffic Notice - Road from Leat Farm to Gatherley Farm, Lifton (TTRO2350580) – On Wednesday 7 June 2023 (for a maximum of 5 days) - Anticipated Finish Wednesday 7 June 2023. Between the hours of 09:30 and 15:30. Safe access required to overhead cable Openreach structure to provide service. Full details are available via:

http://www.liftonpc.org.uk/_VirDir/CoreContents/News/Display.aspx?id=57663

Temporary Traffic Notice - Road from Leat Farm to Gatherley Farm, Lifton (TTRO2350278) - On Wednesday 28 June 2023 (for a maximum of 5 days) - Anticipated Finish Wednesday 28 June 2023. Between the hours of 09:30 and 15:30. Safe access required to overhead cable Openreach structure to provide service. Full details are available via:

http://www.liftonpc.org.uk/_VirDir/CoreContents/News/Display.aspx?id=57663

W231623724 - Thank you for the following report: Problem: Pothole, Public Information Portal, Pothole (Single or multiple). Location: Road to Ashleigh Farm, Lifton. The details have been sent to our team so that an assessment can be carried out. We anticipate that this assessment will be completed by 13/05/2023.

Devon Lighting: Street light not working, situated near properties known as Leat and Meneghy Mill in Leat Road, PL16 0DF. Thank you very much for reporting this fault. Your report has been recorded and the item will be scheduled for repair. We expect to attend to this fault on or before 06 June 2023.

Community Speed Watch Scheme: Cllr Dunn reported that the group would be re-starting speed checks in the village next week, following the re-opening of Fore Street. The Chairman confirmed that the VAS will be moved up to the top of Darkey Lane.

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) - This is year 3 of the 3-year Long Term Agreement.
- 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 councillors (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)

Motion: Councillors discussed the annual cycle of reviewing policies and agreed that only those policies that are required to be on the annual agenda are those listed in the Standing Orders. 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, seconded; All in favour.

Motion: To accept all above policy documents: Proposed, seconded; All in favour.

7.3 Meeting schedule 2023-24

Councillors formally noted the meeting dates for 2023-24.

7.4 Defibrillator Update

Cllr Glen undertook the checks in May and Cllr Sutton-Woodhouse agreed to continue to do so in June.

Action: Cllr Sutton-Woodhouse to undertake the defib checks at the Community Centre during June.

8. Reports:

8.1 OPCC Councillor Advocate Scheme

Cllr Dunn reported that he had attended a very interesting seminar on drugs and what the police are doing to combat county lines; they were trying to stop large scale movement of drugs into the country by targeting the money. The Clerk has circulated the seminar notes to Councillors. Cllr Dunn agreed to continue to represent the Parish Council on the OPCC Councillor Advocate Scheme for the time being.

9. Finance

9.1 For payment

Clerk's salary	£ 629.68
Clerk's expenses: None	£ 0.00

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

(*Approval given by Chairman & Vice-Chairman for Clerk to order replacement defib pads before this meeting)

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

[Total payments for May: £ 2818.79]

Action: Clerk to make all payments online.

9.2 Receipts/Payment received:

Interest	£ 5.42
WDDB - 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

The May invoices for payment and the bank statements issued on 28 April 2023 were seen and signed by two Councillors.

General matters relating to Finance:

9.4 Audit 2022-23:

9.4.1 Internal 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 control review.

9.4.2 Internal Audit Report 2022/23

The internal audit report was shared with Councillors; there were no recommendations made. The internal auditor found satisfactory compliance with appropriate internal control objectives and completed page 3 of the Annual Governance and Accountability Return (Form 3), which was also shared with Councillors prior to the meeting.

Motion: To accept the internal audit reports 2022/23: proposed (AL), seconded (TSW); all in favour (4).

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

The Annual Governance Statement for 2022-23 (Section 1) was considered by the PC.

Motion: To approve the annual governance statement: proposed (SD), seconded (TSW); all in favour (4).

Section 1 - The annual governance statement 2022-23 was completed and signed by the Chairman and the Clerk at the meeting.

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

The Annual Accounting Statements for 2022-23 (Section 2) - were considered by the PC.

Only two explanations of variances were required:

Under box 3 'Total Other Receipts' - A £1,000 legacy was left to the parish council (to use in the burial ground) in July 2022; and £11,300 retrospective contributions were received towards improvements to the parish play facilities as follows: Section 106 funding of £4,300 was received in Sept 2022 & a £7000 donation from the QEII Recreation Committee was received in Nov 2022. The improvements to parish play facilities were undertaken in July 2021 (phase 1 of project) and April 2022 (phase 2 of project).

Under box 4 'Staff costs' - Full council agreement to increase Parish Clerk's salary up from SCP12 to SCP14 (from £11.73 per hour to £12.21. per hour respectively) followed by the 2022-23 national salary award resulting in an increase of SCP14 from £12.21p/h to £13.21p/h. Clerk's working hours remained at 11 hours per week. Also includes £28.34 Employers NICs.

Motion: To approve the annual accounting statements: proposed (AL), seconded (SD); all in favour (4).

Section 2 – The Annual Accounting Statements 2022/23 was signed by the Chairman at the meeting.

9.4.5 To note the explanation of variances 2022/23

As detailed above in item 9.4.4. Councillors formally noted the explanation of variances 2022/23.

9.5 Community First Insurance Renewal – 1st June 2023

The Parish Council's insurance renewal is due on 1st June 2023. The policy is currently in year 3 of the 3-year Long Term Agreement (agreed previously). The renewal cost for 2023-24 is £1,958.49 (includes £209.84 Insurance Premium Tax). The Chairman and Clerk review the insurance coverage on a regular basis and have a good working relationship with Community First.

Motion: To instruct the Clerk to renew the insurance policy as detailed by Community First: proposed (SD), seconded (TSW); all in favour (4).

Action: The Clerk to liaise with Community First and renew the PC's insurance policy.

10. Planning

10.1 Applications:

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

Councillors had reviewed the plans and agreed to support this application.

Proposed and seconded. PC decision: support (4); not support (0); abstain (0). All in favour.

10.2 Approvals:

1075/23/ARC - Location: Borough House Fore Street Lifton PL16 OBH.

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 OBA. 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 OED. 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 OED. 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 OBH.

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 ODD. 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 OED. 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 OBH. Application for approval of details reserved by condition 7 (WSI) of planning consent 4116/17/OPA

11. Correspondence: None

12. Councillors' items for future agenda: QEII Report (AGM); burial ground and co-option.

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

Meeting closed at 19:58.

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