

Lifton Parish Council

Minutes of the Parish Council meeting held in the Methodist Chapel Room, Liftondown
on 28th September 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 Glen, Cllr Gynn, Cllr Lees and Cllr Sutton-Woodhouse

1. Apologies: Cllr Dunn and Cllr Measey

2. Minutes: The minutes of the meeting on 27th July 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. Public Participation/Borough Cllr. Update:

Public Participation: None

Borough Cllr. Update: The Clerk has circulated weekly West Devon Borough Council updates to all Lifton Parish Councillors via email.

6. General items:

6.1 Highways Update

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

W231655772 - Defective Road Markings/Signs, Defective Signs. Location: Road from Liftondown Cross to Heale Bridge, Liftondown. Thank you for contacting us about this issue, which was originally reported on 19-August-2023. The record was completed on the 25-September-2023. The following information is now available: Bridge has been inspected, repairs to be programmed.

W231633682 - Thank you for the following report: Problem: Overgrown Vegetation, Public Information Portal, Overgrown Vegetation. Location: Park Wood Rise, Lifton. Date Reported: 03/06/2023. The details have been sent to our team so that an assessment can be carried out.

ENQ231662446 - Defective Road Markings/Signs, Defective Signs. Location: Road from Methodist Church to Liftondown, Liftondown. Thank you for contacting us about this issue, which was originally reported on 18-September-2023. The record was completed on the 20-September-2023. The following information is now available: Weight restriction sign has been repaired within the time scale and the directional signs are in planned works (due in the next 14 days).

W231655771 - Overgrown Vegetation, Overgrown Vegetation. Location: The Crescent, Lifton. Thank you for contacting us about this issue, which was originally reported on 19-August-2023. The record was completed on the 30-August-2023. The following information is now available: Thank you for your report of overgrown vegetation. I have contacted the landowner to make them aware of their responsibility to keep the footway clear, and have requested that they cut the hedge back to their property boundary. *Councillors noted that the landowner has cut the hedge back.*

ENQ231655271 - Highway Comments, Enquiry. Location: Park Road, Lifton. Thank you for contacting us about this issue, which was originally reported on 17-August-2023. The record was completed on the 22-August-2023. The following information is now available: Thank you for your enquiry. The provision of small mammal warning signs must be specially authorised by the Department for Transport. For them to consider whether to authorise the request they require us to provide them with the following: • Maps showing the approximate locations where the signs are to be placed • Evidence showing that the locations are accident and wildlife hotspots. If you can provide evidence that the locations/areas are accident and wildlife hotspots, then we can review this information and make an application to the Department for Transport. If authorised, signs can be erected at safe locations when funding becomes available. In order to commence the process, please could you gather appropriate evidence that the warning sign is necessary in this location, such as photos, surveys etc. and send it in to customerservicecentreroadstransportteam-mailbox@devon.gov.uk. This evidence can then be reviewed, and if appropriate we can make the request to the Department for Transport.

W231653660 - Debris/Obstruction, Debris/Obstruction. Location: North Road, Lifton. Thank you for contacting us about this issue, which was originally reported on 10-August-2023. The record was completed on the 14-August-2023. The following information is now available: The problem has been identified at the location you provided but does not meet the criteria for a safety problem and no action has been taken. Details of when we will take action are available on our website. However, we do not ignore the information that we receive. We will use this information to measure, benchmark and analyse our performance and to help plan our future works programmes and determine our priorities. The approach that we take to manage our highway network is detailed in our Highway Asset Management Plan which is available to view on our [website \(devon.gov.uk\)](https://www.devon.gov.uk)

W231642735 - Pothole, Pothole (Single or multiple). Location: Fore Street, Lifton. Thank you for contacting us about this issue, which was originally reported on 01-July-2023. The record was completed on the 02-August-2023. The following information is now available: The problem has been repaired.

Community Speed Watch Scheme: Although absent from the meeting Cllr Dunn provided this report: There has been an increase in speeding in the Liftondown area since the VAS was moved; 2 members have left the group; the group have received a bit of flack on social media (again); and for the winter period, we will not be able to hold as many sessions due to daylight hours.

Other issues raised at this meeting: Dog bin in Liftondown – Leaning against hedge and needs a new post: Clerk to contact local contractor to repair.

Frog road sign in Leat Road has been replaced.

A 30mph repeater sign in North Road was repaired by DCC Highways but has since slipped down the pole again and still has graffiti on it.

Park Road street sign (by old village hall site): A new street sign will be screwed against the new wall of the residential property; the builder has been asked to do this.

Trees outside primary school: The works went out to tender (from the school's academy trust). The contract was awarded with quote accepted; currently awaiting contractor to come and do the work.

Culvert (under New Road entrance): The big metal grid is still getting blocked up and floods in heavy rain; DCC Highways have agreed to conduct an investigation under the road which has not taken place yet.

6.2 Lifton Road Safety Plan

The Chairman, in collaboration with Cllr Dunn, drafted a Lifton Road Safety Plan which was circulated prior to the meeting to all Councillors. Taking on board the comments raised at last month's PC meeting and the responses received from surrounding parishes experiencing similar road issues, the request for an additional VAS for the village and the impact of the new Wain Homes development in Lifton and the associated increase in traffic has been included in the draft plan along with proposals to change the 30mph speed limit to 20mph on certain roads in the village.

Councillors discussed the draft plan and associated maps. They agreed that a public consultation should be undertaken, prior to the plan's submission to DCC Highways.

Councillors noted the public response to the blanket 20mph speed restrictions recently enforced in Wales. Whilst Lifton PC were not intending to seek a blanket 20mph speed limit through the whole village, several sites had been identified which would form part of the public consultation process. The Clerk was asked to explore the use of the 'Survey Monkey' platform for the public consultation and to liaise with the Chairman to formulate some appropriate questions around the plan and to provide further information for the website and village noticeboards.

The draft survey questions and publicity material would be circulated to all Councillors prior to the survey going live. All agreed.

Action: As detailed above.

6.3 Burial Ground Review

The Clerk had undertaken a comprehensive review of the Parish Council burial ground and the following draft documents were sent to Councillors prior to the meeting: Draft LPC Burial Ground Risk Assessment; Draft Cemetery Rules and Regulations; and the Review of Burial Fees.

The Clerk had liaised with surrounding parishes with PC-owned burial grounds and referred to the most recent regulations, as part of the review.

Councillors discussed the above documents and subject to a couple of amendments to the risk assessment and one on the 'Cemetery Rules and Regulations', agreed to adopt all of them with immediate effect. It was also agreed that all three documents will be reviewed every 3 years.

Councillors thanked the Clerk for undertaking such a big project over the Summer.

Motion: To adopt the: LPC Burial Ground Risk Assessment: Proposed (TSW); Seconded (CG); All in favour; Cemetery Rules and Regulations: Proposed (VG); Seconded (TSW); All in favour; and Revised Burial Fees: Proposed (TSW); Seconded (AL); All in favour.

Action: The Clerk to amend the risk assessment and the Cemetery Rules and Regulations; to circulate all three documents to the relevant organisations/people and to publish them on the Parish website.

6.4 Whitehall Woods – Dog bin request

A request had been received asking if it would be possible for Lifton PC to add a dog bin outside the entrance to Whitehall Wood or, alternatively, to move the one from the other side of the bridge over the Thrushel. The person making the request has said that it's a popular dog walking area and would encourage more owners to pick up their dog's mess if the bin was right at the entrance instead of several hundred yards away.

Councillors discussed the request and noted that the dog bin located across the bridge was very well used already; Whitehall Wood was the start of a public bridleway which was Devon County Council's responsibility (not the PC's); and there was another dog bin located near the junction with New Road which could be used by dog walkers heading in that direction.

Councillors agreed that they could not justify the cost and installation of a new dog bin so close to an existing bin given that the cost of emptying the bins had also increased considerably over the years. Councillors therefore took the decision not to acquire any further bins on the above basis and given that there were ample dog bins in and around the village already. All agreed.

Action: The Clerk to respond to the above request as detailed above.

6.5 Snow Warden Scheme Update

The Chairman provided an update on the Snow Warden scheme at last month's meeting. Under this scheme a salt spreader was purchased for Lifton and stored in a barn belonging to the former Snow Warden contractor. Due to a recent house move, the salt spreader needed to be moved from the barn to the QEII Recreation Ground, as a matter of urgency. An associated pallet of salt was also found and moved; the cost of which was £40.00 and would need to be covered from PC funds. Councillors were also informed that after the snow in December 2022, another ton of salt was ordered. Unfortunately, the delivery lorry could not get into the delivery site due to its size, so the salt was delivered to the yard at Tinhay. The Chairman would follow this up with the site manager to determine if this additional salt needed to be moved.

Councillors agreed that the snow warden vacancy should be discussed at the next meeting.

Action: The Clerk to await the invoice from the contractor and note the future agenda item.

6.6 Defibrillator Update

The PC's defibrillator at Lifton Community Centre was out of action for most of August; it is currently back with the manufacturer (in Holland) to be repaired. Cllr Dunn had continued to check the temporary replacement defib in September. The temporary replacement defib cannot be linked to 'The Circuit' system which is used by the ambulance service to direct those in need to its location.

Action: Cllr Sutton-Woodhouse, along with Cllr Gynn, agreed to undertake the defib check during October.

7. Reports:

7.1 OPCC Councillor Advocate Scheme

Cllr Dunn attended the Police, CSP, Councillor and OPCC Councillor Advocate meeting on the 6th September and was still awaiting the meeting notes for circulation. Unfortunately, he missed the seminar on violence in Exeter on the 19th September and to-date, the slides have also not yet been received.

Cllr Dunn has asked the Clerk to find a Councillor to replace him on the OPCC's Councillor Advocate Scheme as he is finding it difficult to attend all the meetings and events alongside his other responsibilities. Cllr Gynn agreed to think about taking on the role. Councillors agreed to re-visit this item next month.

Action: The Clerk to put on the agenda for October's meeting.

8. Finance

8.1 For payment

To formally approve/note the invoices received and paid over the Summer (when no Parish Council meeting was held):

Clerk's salary for August	£ 629.68
Parish Online: Annual subscription (inc. £ 9.00 VAT)	£ 54.00
Vision ICT: 1 additional Cllr email account (inc. £ 3.60 VAT)	£ 21.60

Invoices received for payment in September 2023:

Clerk's salary for September	£ 629.68
PKF Littlejohn LLP – External audit fee 2022-23 (inc. £42.00 VAT)	£ 252.00

Proposed (AL) and seconded (TSW); all in favour that the above payments be made online and that payments made in August are formally approved/noted.

[Total payments for August and September: £ 1586.96]

Action: Clerk to make all payments online.

8.2 Receipts/Payment received:

Interest - July	£ 5.83
Zurich Insurance: Payout for QEII Pavilion damage (December 2022)	£ 2,626.96

Interest – August	£ 6.36
Co-Op Funeral Services: Memorial fee	£ 85.00

8.3 Outstanding invoices: None

The August and September invoices for payment and the bank statements issued on 1st August 2023 and 1st September 2023 were seen and signed by two Councillors.

General matters relating to Finance:

8.4 External Auditor Report 2022/23

The Clerk reported that the external audit for 2022/23 was complete and that Section 3 – External Auditor Report and Certificate 2022/23 had been received and published on the Parish Council website.

The external auditor report/certificate stated:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Annual Internal Audit Report focuses on a series of internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided a conclusion on internal control objective O in respect of trust funds. The Annual Internal Audit Report will inform the authority's response to Assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.

The Clerk raised the above matter with the PC's Internal Auditor who apologised for simply not placing a tick in objective O in respect of trust funds as he did not think it was relevant to Lifton Parish Council (who do not hold any trust funds). Objective O states that it is for 'Local Councils Only'; the External Auditor has since confirmed that a tick should be placed in one of the three boxes which are relevant for Parish Councils (who fall under 'Local Councils').

Councillors noted the above comments.

8.5 Donation request: Contribution to the annual maintenance of St Mary's Church clock

The local church PCC have asked Lifton Parish Council to consider once again making a contribution towards the clock maintenance. A copy of the invoice for the works had been sent to the Clerk.

Councillors discussed the request and agreed to make a donation of £80.00. Proposed (VG) and seconded (CG); All in favour.

Action: The Clerk to make an online donation payment to the PCC for £80.00.

9. Planning

9.1 Applications:

1791/23/FUL - Proposal: Change of use of land for siting of 2 shepherds huts as holiday lets. Site Address: Spry Farm, Spry Lane, Lifton PL16 0AZ

Councillors noted that although this land falls under Stowford Parish, Lifton Parish Council were also being consulted given its close proximity to the parish.

Councillors discussed the application and agreed that the proposed 2 shepherds huts would not be seen from the road and that any visitors would use and support village facilities and businesses in Lifton.

Councillors agreed to support this application on the understanding that the relevant flood authority investigates any flooding potential, at the proposed shepherds hut site, from the River Lyd.

The flood risk report submitted with the application shows that the site was in a flood risk rating zone 2 and 3 with a high probability of flooding.

Proposed and seconded. PC decision: support (5); not support (0); abstain (0). All in favour.

To formally note the submission made to WDBC by their 14th September 2023 deadline for:

2678/23/LBC – Listed Building Consent for hydraulic lime mortar render, new ground source heat pumps + ten boreholes, removal of existing hot water tank rationalised with a circulatory HW pipework, installation of underfloor heating, move partition creating Suite 7, adjustments to utility area, reinstatement of internal door, rationalisation of electric distribution equipment, returning

bedroom to a communal living space, reorganisation of the bedroom suite, new shower room to serve Suite 4. Site address: Wortham Manor, Lifton PL16 0ED.

Councillors agreed to support this application.

Proposed and seconded. PC decision: support (5); not support (1); abstain (0).

9.2 Approvals:

1633/23/VAR - Location: Wooladon Farm Liftondown PL16 0DD. Application Type: Variation or Removal of Condition. Proposal: Application for Variation of Condition 3 (hours of operating) of Planning Consent 3933/22/FUL. **Decision:** Conditional Approval

1498/23/FUL – Location: Whitehall Cottage, Old Tinhay, Lifton PL16 0AL. Application Type: Full Planning Application. Proposal: Erection of new garage on land adjacent to property. **Decision:** Conditional Approval

2873/22/ARM – Location: Development Site At Sx 382 850 Fore Street, Lifton. Applicant Name: Wain Homes (South West). Application Type: Reserved Matters application. Proposal: READVERTISEMENT (revised plans & documents) Application for approval of reserved matters following Outline Approval 2353/18/OPA relating to layout, scale, appearance, and landscaping for the construction of 54 dwellings with associated public open space including allotments, landscaping and sustainable drainage and the Discharge of Conditions 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28 pursuant to application 0159/22/VAR (variation to outline permission 2353/18/OPA) **Decision:** Conditional Approval

2085/23/ARC – Location: Land to rear of Borough House, Fore Street, Lifton PL16 0BH. Application Type: Approval of Details Reserved by Conditions (discharge). Proposal: Application for approval of details reserved by conditions 7 (Facing Materials) and 8 (Boundary Treatment) of planning consent 4762/21/ARM. **Decision:** Discharge of condition Approved

2457/23/HRN – Location: Land at SX 374 833 Gatherley. Application Type: Hedgerow Removal Notice. Proposal: Application for Hedgerow Removal Notice to remove 27 12 metre sections (total 324m) of hedgerow to enable 4km pipeline construction between Gatherley (SX 37478 83353) and an operational site adjacent to the Lyd (SX 39924 85088). **Decision:** Tree Works No Objection Raised

0195/23/FUL – Location: New Barn, Launceston PL15 9QX. Application Type: Full Planning Application. Proposal: Replacement Dwelling. **Decision:** Conditional Approval

2785/23/AGR – Location: Applicant Name: Strawberry Fields, Lifton PL16 0DE. Application Type: Agriculture Determination. Application to determine if prior approval is required for a proposed new agricultural track (length 515 metres x width 4.5 metres). **Decision:** Ag Determination details required

9.3 Refusals:

1403/23/PIP - Location: Land At Sx 369 854 Liftondown. Application Type: Permission in Principle. Proposal: Application for Permission in Principle for erection of a dwelling. **Decision:** Refusal

2018/23/ARC – Location: of 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:

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

2785/23/AGR – Application Type: Agriculture Determination. Applicant Name: Strawberry Fields, Lifton PL16 0DE. Application to determine if prior approval is required for a proposed new agricultural track (length 515 metres x width 4.5 metres)

3082/23/PAA – Application Type: Prior Approval Application. Applicant Name: Strawberry Fields, Lifton PL16 0DE. Prior Approval Application for proposed new agricultural track following planning application 2785/23/AGR

10. Correspondence:

WDBC: New Tree Preservation Order Request RP/431378 – Parsonage Court, Lifton

11. Councillors' items for future agenda: Cllr Co-option; Snow Warden Scheme; Draft Lifton Road Safety Plan; and the OPCC's Cllr Advocate Scheme.

Next Meeting: 7.00pm, Thursday, 19th October 2023 (Tamar Room, The Arundell)

Meeting closed at 21:10.

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