

# Lifton Parish Council

Minutes of the Parish Council meeting held in the Tamar Room (The Arundell), Liftondown  
on 19<sup>th</sup> October 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, Cllr Measey and Cllr Sutton-Woodhouse

**1. Apologies:** Cllr Dunn

**2. Minutes:** The Part 1 and Part 2 (confidential) minutes of the meeting on 28<sup>th</sup> September 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:** Representatives from South West Water and the Kier Group held a public consultation prior to this meeting to update Lifton residents with regards to the project on Roadford's new intake pumping station and the associated works planned at Gatherley/Roadford Lake. The consultation included how the site traffic will be managed during the project. SWW hope to hold a further public meeting at a later date.

An update on WDBC's 'Active Travel' project was sent to all Councillors via email prior to the meeting. The update covered the progress of the Local Cycling and Walking Infrastructure Plan (LCWIP) and the Behaviour change study. There has been a huge response to the survey on attitudes to walking, wheeling and cycling with over 1,500 responses received. The project should be concluding by March next year.

## **6. General items:**

### **6.1 Councillor Co-Option**

The Clerk confirmed that there had been no applications received from the recent round of advertising for the 3 Parish Councillor vacancies. The Clerk would continue to advertise these vacancies on the Parish website and will update the PC as and when applications have been received.

### **6.2 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:

ENQ231663781 - Highway Comments, Enquiry. Location: Road from Methodist Church to Liftondown, Liftondown. Thank you for contacting us about this issue, which was originally reported on 21-September-2023. The record was completed on the 29-September-2023. The following information is now available: Thank you for your report. I'm not sure why you were provided information that the works had been completed when this was not the case. I have checked with our contractor, who has confirmed the works have now been completed on Wednesday 27th September and the signs are back up in place.

ENQ231656000 - Highway Comments, Enquiry. Location: North Road, Lifton. Thank you for contacting us about this issue, which was originally reported on 21-August-2023. The record was completed on the 08-October-2023. The following information is now available: A repair has already been undertaken, or is due to be undertaken, at the location you provided. No further action is necessary. 30mph sign with graffiti.

Other highways matters since the last meeting:

Road works outside Borough House, Lifton – South West Water had encountered problems and had extended their dig permission licence. The works had now been completed. Although the condition of the replacement tarmac on the road was raised, the Clerk would only submit a report to DCC Highways if it met their strict criteria for repair.

### **6.3 Lifton Road Safety Plan**

Councillors discussed the draft Lifton Road Safety Plan and associated maps at their last meeting. At that meeting they agreed that a public consultation should be undertaken, prior to the plan's submission to DCC Highways. The Clerk was asked to explore online survey options.

The Clerk reported that the use of the online 'Survey Monkey' platform for the public consultation was not free of charge for the purposes of an all-Parish consultation. Although the platform provided up to a 10-question survey for free, there would be costs incurred in the capture and analysis of the data received back from local residents. Other online platforms also charged for similar services. The Clerk contacted Vision ICT to see if they could help facilitate an online survey and the results; they do not offer this type of support to PC's.

Councillors took the opportunity at this meeting to discuss the draft plan further and how the consultation with local residents could be conducted in response to the Clerk's findings detailed above.

Councillors agreed that they still wanted to continue with a Lifton Road Safety Plan. Councillors also agreed that a public consultation should still take place. They agreed that this should be done via a 'leaflet drop' to local households within the parish. A 3-to-4-page document would be hand-delivered by Councillors which would include 2 maps and a questionnaire. The Chairman agreed to obtain a quote for the associated printing costs, likely to be in the region of around £100. He also agreed to approach the owners of the village shop to ask if they would be happy for a box to be used at that location for returned questionnaires. It was hoped that the village shop would also accept some additional copies of the questionnaire so that the harder to reach properties were able to access the consultation.

Councillors discussed the revised draft proposals and agreed the following:

- 1) Leat Road – To extend the proposed 20mph speed limit from the QEII Recreation Ground to Coleman's Cross, the roads full length: Agreed (4 in favour; 2 against);
- 2) To include a proposal for a weight limit restriction for lorries on Fore Street – All in favour;
- 3) New Road – request DCC install 'wig/wag' lights on either side of the school entrance – All in favour; and

4) Fore Street/New Road - The 20mph limit to start on the western side of the Wain Homes development site and extend to the east of the property known as St. Marys in New Road. This will include the New Road school entrance drop-off/pick-up area widely used by parents – All in favour.

Councillors agreed that the above revised proposals should be included in the public consultation questionnaire.

**Action: The Chairman to obtain a quote for the public consultation printing costs and to approach the village shop to ascertain if they would facilitate the questionnaire returns.**

**The Clerk, in liaison with the Chairman, create a draft public consultation document and questionnaire to be shared with all Councillors prior to circulation in the village.**

#### **6.4 Snow Warden Scheme**

The Chairman reported that the previous Snow Warden had now left the village and had therefore stepped down from this role. Councillors discussed the Snow Warden vacancy and agreed that an advert seeking a volunteer Snow Warden should be published on the village Facebook page. Although the PC had a salt spreader, the Snow Warden would need to have their own insurance cover, their own suitable vehicle (such as a tractor) and be available to undertake the work at unsociable hours.

Councillors were informed that the PC had a sufficient supply of salt already; that the PC and DCC-owned salt bins were full, with an additional salt supply in storage.

If the Snow Warden vacancy cannot be filled, Councillors would consider providing additional salt bins at Liftondown and in Tinhay. The Clerk was asked to look into the costs for new salt bins/boxes.

**Action: As detailed above and for an update to be provided at the next PC meeting.**

#### **6.5 Burial Ground Review**

The Clerk and Chairman undertook an audit and visual inspection of the memorials at the PC's burial ground on North Road on 10<sup>th</sup> October 2023. 12 memorials were flagged up as either laying down, having a slight lean/lean or another issue on visual inspection.

The Clerk is liaising with a local stonemason who has agreed to visit the burial ground to undertake a further inspection of the 12 memorials. Upon receipt of the stonemason's report, the Clerk will try to establish the Exclusive Rights certificate holder for each of the 12 graves and will write to them detailing the repairs that need to be undertaken. If no Exclusive Rights certificate holder can be found, the PC will be asked to make a decision whether or not to use its own funds to pay for any repairs.

#### **6.6 Defibrillator Update**

The PC's defibrillator at Lifton Community Centre had been repaired, was now back up and running, and had now been reactivated on 'The Circuit' system which is used by the emergency service to direct those in need to its location.

**Action: Cllr Measey agreed to undertake the defib check during November. The Clerk to look at the Defib Shop price options for a defib kit (scissors etc.).**

### **7. Reports:**

#### **7.1 QEII Report**

A committee meeting was held Monday, 9th October 2023. The rubber matting has finally been laid to the pavilion walkways and the new container is now insitu.

Lifton Parish Council: Minutes of the Meeting of 19<sup>th</sup> October 2023

Additional work is required as follows: replace broken man hole cover; repairs to balustrade; disposal of rubbish from old container; gutters cleaned and repaired; render patched; and hot water system airlock removed. Both internal and external lights have been replaced.

Frost stats/heaters to be installed to avoid the burst pipes of last winter.

The monkey bars to be removed, the rubber chips disposed of and the area to be turfed. The future of the playhouse to be reviewed.

## 7.2 OPCC Councillor Advocate Scheme

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. The Parish Chairman reported that he attends police liaison meetings via his Ward Member role at West Devon Borough Council. Cllr Gynn agreed to liaise with Cllr Dunn to see it was a viable option to share the role on the Advocate Scheme and to report back to the PC in November.

**Action: To bring this item back for further discussion at November's PC meeting.**

## 8. Finance

### 8.1 For payment

Clerk's salary for October (including backdated pay of £70.05): £ 723.08

WDDB emptying of bins (inc. £ 159.12 VAT) £ 954.72

\*Baker Electrical Services £ 191.08

(\*Lifton PC to pay £191.08 as provided by quote for insurance purposes. QEII Committee to pay remaining £ 305.01)

M&M Kneebone Building Services:

\*\*Stick down rubber matting at QEII pavilion (inc. £ 106.60 VAT) £ 639.62

Repair village map and Liftondown bus shelter (inc. £ 66.21 VAT) £ 397.27

(\*\*Net cost covered by WDDB s.106 contribution)

**Proposed (DM) and seconded (CG); all in favour that the above payments be made online.**

[Total payments for October: £ 2,905.77]

**Action: Clerk to make all payments online.**

### 8.2 Receipts/Payment received:

Interest – September £ 8.03

WDDB: 2nd half precept 2023-24 £ 7,569.00

Denise Wellington Funeral Services: Burial fee £ 150.00

### 8.3 Outstanding invoices: None

The October invoices for payment and the bank statements issued on 29<sup>th</sup> September 2023 were seen and signed by two Councillors.

General matters relating to Finance:

### 8.4 Bank reconciliation

Councillors noted the bank reconciliation ending 30<sup>th</sup> September 2023; it was signed by two Councillors at the meeting.

## 8.5 SLCC Membership

The Chairman reported that the Clerk had made a request to the Employment Committee, who met on 27<sup>th</sup> July 2023, to ask whether the PC would consider paying for membership to the Society of Local Council Clerks (SLCC). The current membership fee consists of a £10 joining fee and £139 for subscription as a full member. The Clerk feels membership would give access to a whole host of things including training opportunities; up-to-date information on policies/guidance; and access to a local/national network of Clerks.

Councillors agreed to pay for the Clerk's SLCC Membership.

**Proposed (CE) and seconded (VG); All in favour.**

**Action: The Clerk to complete the SLCC subscription process.**

## 8.6 Donation request: Citizens Advice TNMWD

Councillors discussed the donation request received from Citizens Advice Torrington, North, Mid & West Devon. In 2022-23, Citizens Advice TNMWD worked with 59 residents of Lifford Parish, with 149 issues and generated £16,122 income gain for local households.

Councillors agreed to make a donation of £ 150.00 to Citizens Advice TNMWD.

**Proposed (DM) and seconded (TSW); All in favour.**

**Action: The Clerk to make an online donation payment to Citizens Advice TNMWD for £ 150.00.**

## 9. Planning

### 9.1 Applications:

4512/22/ADV - Proposal: Advertisement consent to install 2x sign boards (retrospective). Site Address: The Cottage, Lifforddown PL16 0DB

Councillors discussed this retrospective planning application for two sign boards on a residential dwelling in Lifforddown. Although these signs are already in place, they require retrospective planning consent.

Councillors discussed whether the 2 sign boards were in keeping with the residential area. Councillors questioned the use of bright red signs and whether 2 signs were necessary.

The majority of Councillors agreed to not support this application.

**Proposed and seconded. PC decision: support (1); not support (4); abstain (1).**

**9.2 Approvals:** None

**9.3 Refusals:** None

### 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:**

3154/23/ARC - Application Type: Approval of Details Reserved by Conditions (discharge).

Development Site At Sx 382 850 Fore Street, Lifford. Applicant Name: Wain Homes (South West) LTD  
Application for approval of details reserved by condition 3 (Ground Source Heat Pumps) & 6 (External Finishes) of planning consent 2873/22/ARM

## 10. Correspondence:

Zero Hour UK - Support for Climate and Ecology Bill – Councillors decided not to sign up; All agreed.

**11. Councillors' items for future agenda:** Lifton Road Safety Plan; OPCC Cllr Advocate Scheme; Tinhay Bridge (trees leaning against bridge); and Snow Warden/salt bins.

**Next Meeting:** 7.00pm, Thursday, 23<sup>rd</sup> November 2023 (Tamar Room, The Arundell)

Meeting closed at 20:58.

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