

# Lifton Parish Council

Minutes of the Parish Council meeting held in the Tamar Room (The Arundell), Lifton  
on 25<sup>th</sup> January 2024

*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 Measey and Cllr Sutton-Woodhouse

**1. Apologies:** Cllr Dunn and Cllr Lees

**2. Minutes:** The minutes of the meeting on 14<sup>th</sup> December 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/Guest Speakers:** None

**5. Public Participation/Borough Cllr. Update:**

**Public Participation:** None

**Borough Cllr. Update:** WDBC's Corporate Strategy will go to WDBC's Hub Committee on 30<sup>th</sup> January 2024 and then to Full Council in February. It is hoped to be in place from 1<sup>st</sup> April 2024.

An update was provided relating to the mobile phone mast on St. Mary's Church tower. There has been a problem with the actual ariels as it is no longer possible to obtain them from the original source and providers are having supply chain issues. A delivery date will be provided soon.

Wain Homes development site: The water run-off from the site on Fore Street has been addressed. Every new development has a pre-construction drainage strategy which was delayed here due to the bad weather; this has now been completed. 300 straw bales have now been placed into a trench to mitigate future water not run off from the site. New drainage will go into an attenuation pond.

## **6. General items:**

### **6.1 Appeals Committee Membership**

Cllr. Chris Gynn has agreed to go on the PC's Appeals Committee; he joins Cllr. Measey and Cllr. Dunn.

**Proposed (DM); Seconded (VG); All agreed.**

### **6.2 Highways Update including Lifton Road Safety Plan**

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

W231691963 - Flooding & Blocked Drains, Blocked Drains. Location: Leat Road, Lifton.

Thank you for contacting us about this issue, which was originally reported on 19-December-2023.

The record was completed on the 20-December-2023. The following information is now available;

Thank you for your report. This issue has already been reported to us on the 6th December, and a request has been put in to our contractor to clear the suspected blockage in a pipe which runs under the road in this location. Whilst I cannot guarantee a specific timescale due to the number of requests we are receiving at present; our contractor will prioritise it appropriately and will complete the works as soon as they are available to do so.

ENQ241695398 - Highway Comments, Enquiry (Re: 30mph sign). Location: North Road, Lifton. Thank you for contacting us about this issue, which was originally reported on 02-January-2024. The record was completed on the 02-January-2024. The following information is now available; Thank you for your phone call. A few weeks ago, I tried to clear the graffiti using some graffiti spray and whilst this partially worked on one side of the sign, this unfortunately removed most of the 30 numbers on the other side of the sign. Both sides of the sign are held up by the same pair of brackets, meaning you can't have one sign in position without the other. I have left it at ground level and not facing vehicles as the side where the numbers have also been partly removed is likely to be unclear. We are now awaiting replacement of the sign.

W241696956 - Thank you for the following report: Problem: Hazardous Trees, Public Information Portal, Fallen tree or branch. Location: Road from Leat Farm to Gatherley Farm, Lifton. Date Reported: 04/01/2024. 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 01/02/2024.

W241698778 - Thank you for the following report: Problem: Pothole, Public Information Portal, Pothole (Single or multiple). Location: Road from Leat Farm to Gatherley Farm, Lifton. Date Reported: 08/01/2024. 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 15/01/2024.

Temporary Traffic Order - ROAD PAST ELMFIELD, Lifton (TTRO2455083) - TTRN2455083 - Extension of TTRO2454613 - The dates of this road closure has been extended until 26/01/24. Thank you. Full details are available via: [The County of Devon \(Temporary Restriction\) \(ROAD PAST ELMFIELD, LIFTON\) Order 2024 \(liftonpc.org.uk\)](https://www.liftonpc.org.uk)

ENQ241705180 - Thank you for the following report: Problem: Highway Comments, Traffic Management (inc. Calming), Enquiry. Location: North Road, 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 13/02/2024.

Roadmap Newsletter - Devon County Council highways updates - January 2024; available via: [Roadmap - Devon County Council highways updates - January 2024 \(govdelivery.com\)](https://www.govdelivery.com)

**Lifton Community Speedwatch Group** – A hard copy of the latest speed data report was circulated at the meeting. Cllr Dunn has reported that another volunteer has joined the group. The group have noted that, after taking some time off, Liftondown has become a problem again. The last session caught 40 vehicles speeding, whereas in Lifton itself, we only caught 3. VAS's make a considerable impact in restricting speeding; Cllr Dunn thinks the more we have the bigger impact it will have. Councillors felt that in Liftondown there was a bigger issue on the back lane (Holsworthy road) not on old A30 as that road is wider.

**Lifton Road Safety Plan** – The Clerk submitted the road safety plan and associated documents (survey results and maps) to Devon County Council on 19<sup>th</sup> January 2024. To-date, no acknowledgement from the DCC Highways Officer (currently on leave), DCC Cllr. Samuel or DCC Cllr. Hughes has been received. It is hoped that Devon Highways report ENQ241705180 (detailed earlier in this Highways report), is related to the plan. The Clerk will provide an update on this at the next meeting.

**National Highways:** A30 Launceston – vegetation and tree works: 20 December 2023 to 21 January 2024 (No works will take place over the Christmas break).

**Other issues reported at the meeting:** There is a faulty street light on Oak Ridge, it is not coming on. Cllr Sutton-Woodhouse was asked to provide the lamp number to the Clerk so that it could be reported to DCC's Streetlight Team.

The new Tamara Way trail will come through Lifton. Councillors raised the potential dangers of some of the planned rural routes. The Tamara Way is 87-miles in total.

### **6.3 DCC Grass Cutting Agreements 2024/25 (Urban & West Devon Drive)**

In agreement with all Councillors, the Chairman signed the 2024/25 DCC grass cutting agreements for both Urban and West Devon Drive locations.

**Action: The Clerk to return the signed agreements to DCC and to share the schedules with the local contractors.**

### **6.4 Grass Cutting Tender 2024**

The Clerk, working with the Parish Chairman, has updated the grass cutting works specification document and maps to go out to tender for the 2024-25 Parish grass cutting contract.

Councillors agreed that this should be put to tender with 3 to 4 contractors being directly contacted. Due to time constraints to award the contract wef 1<sup>st</sup> April 2024, Councillors agreed that there would not be time for the tenders to be advertised in the local paper.

**Motion:** Councillors agreed to suspend Standing Order 18 (Financial Controls and Procurement), section d, paragraph iii relating to 'the invitation to tender shall be advertised in a local newspaper' due to the time constraints in receiving quotes and finalising the contract which will come into effect from 1<sup>st</sup> April 2024. Councillors agreed that on this occasion, the Clerk should approach 3 to 4 contractors to put the contract out to tender and obtain quotes.

**Proposed (DM); Seconded (TSW); All agreed.**

**Motion:** Councillors agreed that the Clerk and Parish Chairman open the sealed tender envelopes after the closing date and an item be placed on February's PC agenda to discuss the quotes and award the contract. **Proposed (DM); Seconded (TSW); All agreed.**

**Action: The Clerk to put to tender to 3 to 4 contractors as agreed above and liaise with the Parish Chairman regarding quotes received. The Clerk to place an item on February's agenda for finalising the Grass Cutting Contract 2024-25.**

### **6.5 Defibrillator Update**

Cllr Measey undertook the defib checks during December and January. Cllr Gynn agreed to do so in February.

**Action: Cllr Gynn to undertake the defib checks during February.**

## **7. Reports: None**

## 8. Finance

### 8.1 For payment

Clerk's salary for January	£700.70
Clerk's expenses: White C5 envelopes (25 pack)	£ 3.45
The Arundell – Tamar Room for Lifton PC meeting on 25th January 2024 (inc. £6.67 VAT)	£ 40.00
Interim Internal Audit fee (T. Faull)	£ 30.00

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

[Total payments for January: £774.15]

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

### 8.2 Receipts/Payment received:

Interest – December £ 9.83

### 8.3 Outstanding invoices: None

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

General matters relating to Finance:

### 8.4 Interim Internal Audit Report 2023-24

The Interim Internal Audit Report 2023-24 was shared with Councillors prior to the meeting. The conclusion of the review found that the Council has adequate and effective internal control arrangements and that the Clerk and Council are congratulated on the comprehensive way in which records are kept, and actions recorded.

There was one recommendation to review the Councils Publications Scheme ensuring that all relevant information is readily available on its website. The Clerk will action this recommendation.

The Clerk reported that this would be the last report provided by the internal auditor as they were stepping down from the role. Councillors asked the Clerk to write a letter to the IA thanking them for their due diligence and internal audit work on behalf of Lifton Parish Council.

Councillors noted the Interim Internal Audit Report 2023-24 and asked that the Clerk makes enquiries to find a suitable replacement Internal Auditor prior to the end of this financial year. All agreed.

### 8.5 Bank reconciliation

Councillors noted the bank reconciliation ending 31<sup>st</sup> December 2023; it was signed by two Councillors at the meeting.

## 9. Planning

### 9.1 Applications:

3725/23/FUL - Proposal: Conversion of barn to residential use. Site Address: Yeat Farm, Lifton, PL16 0EB.

Councillors discussed the proposal and conversion of the barn. They noted that the proposed plans would bring a redundant building back into use to be made into a home. It was not visible from the road and seemed a good-looking design.

Councillors made the decision to support this planning application.

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

3982/23/HHO - Proposal: Householder application for Proposed ground floor extension with kitchen/dining area, utility / W.C., and first floor extension to create master bedroom with en suite. Site Address: Markstone Farmhouse, Lifton, PL16 0H.

Councillors noted the proposed plan and decided to support this planning application.

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

3890/23/LBC - Proposal: Listed building consent for renovation works. Site Address: Wortham Manor, Lifton, PL16 0ED.

Councillors discussed the proposal for the installation of ground source heat pumps and the renovations to remove the existing heating system and works to the west wall of a listed building. Councillors made the decision to support this planning application.

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

0028/24/VAR - Proposal: Application for variation of condition 2 (Approved Plans) of planning consent 0195/23/FUL. Site Address: New Barn, Launceston, PL15 9QX.

Councillors noted the previous application for full planning approval which had been granted consent for larger works at this site. The proposals in this application relate to variations and a smaller design. Councillors support this planning application.

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

### 9.2 Approvals:

3309/23/FUL Full Planning Application - Applicant Name: South West Water. Site Address: Land At Gatherley Wood, Lifton. Description: Construction and operation of temporary water abstraction plant and ancillary works. **Decision: Conditional Approval**

3671/23/FUL Full Planning Application - Applicant Name: South West Water. Site Address: Land At Sx 399 850, Spry Lane, Lifton. Description: Construction, installation & de-commissioning of temporary self-spanning pipe bridge over River Lyd. **Decision: Conditional Approval**

3487/23/CLP Certificate of Lawfulness for Proposed Use - Site Address: Ambrosia Creamery, Station Road, Tinhay, PL16 0BB. Description: Certificate of lawfulness for proposed use for erection of a single storey extension. **Decision: Cert of Lawfulness (Proposed) Certified**

### 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:*

3487/23/CLP - Certificate of Lawfulness for Proposed Use. Site Address: Ambrosia Creamery, Station Road, Tinhay, PL16 0BB. Description: Certificate of lawfulness for proposed use for erection of a single storey extension.

4068/23/ARC - Approval of Details Reserved by Conditions. Site Address: Borough House, Fore Street, Lifton, PL16 0BH. Description: Application for approval of details reserved by condition 6 (Sustainable Drainage Option) of planning consent 4116/17/OPA.

0053/24/ARC - Approval of Details Reserved by Conditions. South West Water Limited - Site Address: Land at Gatherley Wood, Lifton. Description: Application for approval of details reserved by conditions 10 (Construction Phase Method Statement) and 11 (In-Stream Structures) of planning consent 3309/23/FUL

**10. Correspondence:**

Local Flood Risk Management Strategy Newsletter - Winter 2023  
Event Notification: Ride Across Britain - 7th-15th September 2024

**11. Councillors' items for future agenda:** As detailed in these minutes.

**Next Meeting:** 7.00pm, Thursday, 22<sup>nd</sup> February 2024 (Venue to be confirmed)

Meeting closed at 20:55.

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