

Lifton Parish Council

Minutes of the Parish Council meeting held in the Tamar Room (The Arundell), Lifton
on 28th March 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 S Dunn, Cllr Glen, Cllr Gynn, Cllr Lees, Cllr Measey and Cllr Sutton-Woodhouse. Cllr Alexander and Cllr K Dunn from item 6.1 onwards.

1. Apologies: None

2. Minutes: The minutes of the meeting on 22nd February 2024 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: Following local concerns, DCC have scrapped plans for parking meters in central Okehampton and Tavistock.

WDBC passed a resolution that with effect from 1st April 2025, the council tax on second homes (in the South Hams and West Devon area) would be doubled.

WDBC has purchased 8 properties using funds from the government, DCC and WDBC; 5 properties will initially house refugees from Ukraine and Afghanistan and 3 properties will house local homeless residents.

The Police and Crime Commissioner elections take place on 2nd May 2024; those needing to register to vote must do so by 16th April 2024.

General items:

6.1 Councillor Co-Option

Lifton Parish Council have been advertising to fill three Councillor vacancies following the local Town and Parish Council elections in May 2023; two applications from Mrs Kay Dunn and Mr Mike Alexander have been received.

Both Mrs Dunn and Mr Alexander were welcomed to the meeting and provided brief backgrounds and reasons for their applications. The Clerk confirmed that both candidates were not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80.

Mrs Dunn and Mr Alexander were duly co-opted onto Lifton Parish Council in accordance with the Local Government Act 1972, s.89. Their 'Declaration of Acceptance of Office' were signed and witnessed at the meeting; this allowed them to participate in the meeting as co-opted Councillors.

Motion: To resolve to co-opt Mrs Kay Dunn and Mr Mike Alexander onto Lifton Parish Council:

KD = Proposed (CE); seconded (DM); All in favour.

MA = Proposed (CG); seconded (VG); All in favour.

Action: The Clerk to ask Vision ICT to set up parish council email accounts for Cllr K Dunn and Cllr M Alexander and to provide all relevant new Councillor paperwork, policy documents etc.

6.2 Appointment of New Internal Auditor

Following the recent retirement of the PC's Internal Auditor (IA), the Clerk has sought to find a suitable replacement in order to carry out the PC's 2023-24 full internal audit and potentially future internal audits.

Six IAs were contacted following advice sought from SLCC members. The IAs were asked to provide quotes and timescales for the 2023-24 internal audit.

Five IAs responded; two were unable to take on new clients at present due to staff shortages or moving house. The Clerk provided a summary of the services and costs that could be provided by the remaining three IAs.

Councillors carefully considered the three quotes submitted for the 2023-24 internal audit. They considered the quotes against the PCs budget, given the appointment of a new internal auditor had not been expected or planned for in the 2024-25 PC budget; costs of which would be funded from the existing internal audit budget allocation and reserves.

Motion: Councillors resolved to enlist the services of P. Clapham BA (Hons) PSLCC for the 2023-24 internal audit. The Clerk was asked to proceed with confirming the above appointment for conducting the internal audit for 2023-24 with a view to possibly extending the appointment for all future internal audits.

Proposed (SD) and seconded (TSW); All agreed.

6.3. Review of Parish Council Policies

6.3.1. Data Retention and Disposal Policy

The Clerk reported that the existing PC Record Management Policy, first adopted in May 2016, needed to be replaced. The Clerk circulated a Data Retention and Disposal Policy to Councillors prior to the meeting. This policy clearly sets out the purpose, scope, roles and responsibilities, and includes clearer information about what should be archived or disposed of, how and when. This policy is also more aligned to NALC's legal topic note, LTN 40, covering Local Council documents and records.

Motion: To resolve to remove the existing Record Management Policy and to replace it with the new Data Retention and Disposal Policy, and to review it again in 2 years' time.

Proposed (CG), seconded (TSW); All in favour.

6.4 Highways Update including Lifton Road Safety Plan

The Clerk provided a report to Councillors prior to the meeting which detailed highways matters that have been reported to or from Devon County Council Highways (or other departments) since the last meeting. Please see separate attachment 'Appendix A'.

Other highways issues raised at the meeting:

Cllr Sutton-Woodhouse expressed concerns about the safety of pedestrians due to lack of street lighting from Woodville to the new Wainhomes housing development on Fore Street.

The Chairman agreed to check whether street lighting at this location was included in the planning consent for the Wainhomes development.

Cllr Gynn said that a pavement is being built from the village hall up to the development, with a dropped kerb going in. The Chairman agreed to check whether or not a traffic island was being put in to allow pedestrians to crossover Fore Street from the development.

Cllr Sutton-Woodhouse also expressed concerns about the faulty streetlights on Oak Ridge. The Clerk confirmed that these faulty lights had been reported to DCC's street lighting team, along with several other faulty lights in the village. DCC had confirmed that due to contractor and staffing issues, they were unable to provide a timeframe for repair.

The Chairman confirmed that he had now raised the issue of the above delays with Devon County Councillor Lois Samuel; to-date no response had been received.

Speedwatch report: Cllr Dunn provided the speed data report for 28th February to 28th March 2024. Hampered by the recent bad weather, the volunteers had only managed to undertake 2 speedwatch sessions. Cllr Dunn reported that the Police were monitoring speed in the village yesterday; the speedwatch group never know when Police are going to turn up.

The Speedwatch Conference was being held at Westpoint in Exeter on 10th October 2024.

Cllr Dunn confirmed that due to the lack of speeding vehicles at some of the groups existing speedwatch sites in the village, these locations are going to be removed from their list; the group will continue to focus on those areas where regular speeding occurs.

6.4.1 Vehicle Activated Speed Signs (VAS)

Following agreement at last months' PC meeting, the Chairman had obtained quotes for a new additional VAS for Lifton.

The VAS supplier used previously (Coval) had quoted for one solar and one battery-powered VAS as follows: 1 solar VAS £4,190 exc. VAT or 1 battery-powered VAS £4,803 exc. VAT. Both quotes included delivery and installation/commissioning costs.

A second company (Elan City) that had provided a VAS in the neighbouring parish of Lewdown had provided the following quote: 1 solar VAS £2,250 exc. VAT or 1 ultra mobile pack (allowing the radar to be moved to different locations) £2,200 exc. VAT.

The Chairman reported that as no provision had been allocated in the PC's 2024-25 budget, the new VAS needed to be funded. Councillors discussed submitting an application to WDBC for the Community Project Fund and the Ward Member's locality budget fund; and an application for a grant from DCC. The remainder of the costs could come from the PC's unallocated reserves.

The Chairman agreed to circulate the VAS technical details and costings involved to all Councillors.

Motion: Councillors resolved to move forward with obtaining a new additional VAS subject to the financing of the project being confirmed by way of grants and any remaining shortfall being covered by the PC's unallocated reserves. An update will be provided at April's PC meeting.

Proposed (SD), seconded (KD); All in favour.

6.5 Lifton Parish Council website/email – domain name and accessibility requirements

The Clerk attended an SLCC webinar called 'Benefits of Using a .gov.uk Domain & What's Involved', specifically for town and parish clerks on 4th March 2024. A summary of the main areas covered in the session was circulated to Councillors prior to the meeting which included a breakdown of the financial and logistical implications provided by the PC's IT support, Vision ICT.

The Joint Panel on Accountability and Governance (JPAG), the National Association of Local Councils (NALC) and the external auditor all strongly recommend that town and parish councils move to more secure .gov.uk domain names for their website and email accounts.

The Clerk also informed Councillors that Lifton Parish Council's website must ensure compliance with current accessibility standards; currently WCAG 2.1AA but WCAG2.2AA from October 2024. Vision ICT have clarified their position and the expected impact on Lifton PC's website; this was also shared with Councillors in the report.

Councillors discussed the proposal to move the website and their email addresses to a .gov.uk domain name. They agreed that there was no need to migrate their current email accounts to the new domain name, that it would be better to start a fresh with new .gov.uk Councillor email account. The Clerk reported that the parish clerk email account should be migrated as it contained important data/information that needed to be retained.

Motion: Councillors resolved to change to a .gov.uk domain name for the PC's website and Councillor and Clerk email accounts.

Proposed (DM), seconded (SD); All in favour.

Action: The Clerk to liaise with Vision ICT and to instruct them to proceed with the domain name change to .gov.uk for Lifton Parish Council's website and Councillor/Clerk email accounts.

6.6 D-Day 80th Anniversary - 6th June 2024

On 6th June 2024 the UK will commemorate the 80th anniversary of the Normandy Landings on 6 June 1944 with a series of major commemorations and events across the UK and in France.

Further information about how local communities can be involved with this commemoration can visit:

<https://www.gov.uk/government/topical-events/d-day-80>

<https://cccbr.org.uk/2024/02/03/ringing-out-for-peace/>

<https://www.d-day80beacons.co.uk/>

Councillors asked the Clerk to contact St Mary's Church to find out if they were participating in the national church bellringing commemoration 'ringing out for peace' event. Councillors felt that this was an appropriate way to honour the 80th anniversary.

6.7 Defibrillator Update

Cllr Dunn undertook the defib checks during March and confirmed the defib is in good working order.

Mr M Greeney has confirmed that he is happy to undertake the checks during April.

Motion: Councillors resolved to ask the Clerk to proceed with the purchase of clear plastic bags and clips so that the first aid kit could be attached to the defib, and also agreed that the 'What three words' information should be included on the defib at the Community Centre.

Proposed (SD), seconded (VG); All in favour.

Action: MG to undertake the defib checks during April and the Clerk to purchase the attachable clear bags for the defib kit and provide the 'What three words' information, as detailed above.

7. Reports:

7.1 QEII Report

The Vice-Chairman confirmed that the playhouse has finally been removed from the recreation ground play area. The rubber chips will be disposed of in due course. The ROSPA report on the play area has just been received.

The Chairman reported that research into some additional replacement play equipment was underway; a picture of a potential new piece of equipment was shown to Councillors.

The QEII Committee will make the decision on the type of equipment for the play area and quotes were currently being sought. Funding for the replacement equipment would come from WDBC section 106 funding; the PC would have to pay for the equipment and claim the money back from these sec.106 funds.

7.2 OPCC Councillor Advocate Scheme

Cllr Gynn provided a summary of the 'Criminal Justice and You' event held at OPCC Middlemoor, Exeter, hosted by Alison Hernandez PCC on 4th March 2024.

Cllr Gynn reported that the meeting emphasised the need to care for victims and witnesses of crime. Not just more recognised crime such as theft, vandalism, and assault, but also victims of stalking, harassment, and domestic abuse.

Two people were at the launch of 'Criminal Justice and You' and gave moving accounts of their treatment at the hands of abusive and controlling partners.

Details of the support available can be found via: <https://victimcare-dc.org/tag/victim-support/>

8. Finance

8.1 For payment

Clerk's salary for March	£ 700.70
The Arundell – Tamar Room hire for Lifton PC meeting on 28 th March 2024 (inc. £6.67 VAT)	£ 40.00
Baker Electrical Services – Electrical work at QEII Pavilion	£1,376.79
QEII Recreation Ground Committee Grant 2023-24	£1,200.00

Payments made since last meeting:

SLCC: Clerk training event fee – Benefits of using .gov.uk domain (inc. £6.00 VAT)	£ 36.00
Clerk training event fee – Managing Your Cyber Security (inc. £6.00 VAT)	£ 36.00

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

[Total payments for March: £ 3,389.49]

Action: Clerk to make all payments online.

8.2 Receipts/Payment received:

Interest – February	£ 9.54
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8.3 Outstanding invoices: None

The March invoices for payment and the bank statements issued on 1st March 2024 were seen and signed by two Councillors.

General matters relating to Finance:

8.4 None

9. Planning

9.1 Applications:

0034/24/FUL - Proposal: READVERTISEMENT (additional/revised information received). Construction & operation of water abstraction & pumping facility with associated access arrangements, landscape planting & other ancillary works. Site Address: Land at SX 373 834, Lifton.

Councillors discussed the amendments to the above planning application which included the raising of the pump house roof by 1 metre to enable a crane gantry; and changes put forward by the Environment Agency (EA) relating to water abstraction. South West Water had also added photographs to the planning application.

Although Councillors noted the 19 letters of objection on the planning portal, the majority of which were from the Cornwall-side of the proposed works, Councillors were unable to identify any material planning objections for this application. The water abstraction rates and water quality is the responsibility of the EA.

Councillors noted the design of building which had been carefully considered to blend in with the countryside surroundings; they considered the wider benefits of the project and the need to find balance between impact and local needs. Given they could not identify any material planning objections, Councillors decided to support this application.

Proposed and seconded. PC decision: support (9); not support (0); abstain (0). All in favour.

9.2 Approvals:

0028/24/VAR - Variation or Removal of Condition. Site Address: New Barn, Launceston, PL15 9QX. Description: Application for variation of condition 2 (Approved Plans) of planning consent 0195/23/FUL. **Decision:** Conditional Approval

3665/23/ARC - Approval of Details Reserved by Conditions. Applicant Name: Wain Homes South West LTD. Site Address: Development Site At Sx 382 850, Fore Street, Lifton. Description: Application for approval of details reserved by condition 2 (Slates/Walls) of planning consent 2873/22/ARM.

Decision: Discharge of Condition Approved

9.3 Refusals: None

9.4 Appeal Notification: 3399/23/OPA Land At Ngr Sx392853, North Road, Lifton

General matters relating to Planning:

9.5 *There is no statutory consultation requirement on the applications below. The information is being sent for information only:*

0552/24/ARC - Approval of Details Reserved by Conditions. Site Address: Wortham Manor, Lifton, PL16 0ED. Description: Application for approval of details reserved by condition 3 (WSI) of planning consent 3890/23/LBC

0584/24/AGR - Agricultural Determination. Site Address: Wooladon Farm, Liftondown PL16 0DD. Description: Application to determine if prior approval is required for a proposed new agricultural track (length 750 metres x width 3.5 metres)

0610/24/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

0648/24/ARC - Approval of Details Reserved by Conditions. Site Address: Glenside, Old Tinhay, Lifton, PL16 0AL. Description: Application for approval of details reserved by conditions 3 (Hard & Soft Landscape Works) and 11 (Carbon Reduction) of planning consent 0487/22/FUL

9.6 Appeals update:

1403/23/PIP - Site Address: Land At Sx 369 854, Liftondown. Proposal: Application for Permission in Principle for erection of a dwelling. Original Decision: Refusal.
Appeal Status: Appeal Refused. Appeal Decision: Dismissed (Refusal)

10. Correspondence:

Councillors noted the following correspondence received since the last meeting:
Ambrosia: Village litter pick – 5th April 2024

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

Next Meeting: 7.30pm, Thursday, 25th April 2024 (Tamar Room, The Arundell)

Meeting closed at 21:00.

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