

Lifton Parish Council

Minutes of the Parish Council meeting held in the Tamar Room (The Arundell), Lifton
on 25th April 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 Alexander, Cllr K Dunn, Cllr Glen, Cllr Gynn, Cllr Lees, Cllr Measey and Cllr Sutton-Woodhouse

1. **Apologies:** Cllr S Dunn
2. **Minutes:** The minutes of the meeting on 28th March 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: Councillors received a brief verbal update on two planning matters. The PC will be informed of any formal decisions or further consultation requirements in due course.

General items:

6.1 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 confirmed that the street lights in Oak Ridge were now working but were out of sync with each other by a couple of hours. The streetlights in Tinhay are still not working.

Councillors were informed that a request for a crossing in North Road opposite The Crescent had been made by a local resident. The resident said this would allow a crossing point for pedestrians including school children. Councillors discussed the request and stated that the number of cars parked in this location did not help matters. Councillors asked whether double-yellow lines could be painted 30 yards along either side of The Crescent at its junction with North Road to help alleviate the problems.

Councillors agreed that DCC Highways should be asked to come out (at peak times) to assess the above. Councillors felt that there was a greater volume of cars coming to/from North Road more than there was 2 years ago, given both the primary school and doctors now had a wide catchment area.

Councillors asked whether the primary school could issue another reminder to local parents to either not drive to school and/or be more mindful of the residents on North Road at drop off/pick up times.

Councillors discussed the issues raised at the Annual Parish Assembly regarding the blocked drain on Leat Road, the pothole by Rose Cottage and whether the 30mph speed limit could be expanded to

include the Methodist Chapel in Liftondown; they agreed that DCC Highways should be asked to look into these matters in addition those already highlighted at this meeting.

Action: The Clerk to contact DCC Highways regarding:

The request for a crossing and/or double-yellow lines as detailed above by The Crescent (North Road); to report the blocked drain on Leat Road and pothole by Rose Cottage; and whether the 30mph speed limit could be expanded to include the Methodist Chapel in Liftondown.

Speedwatch report: Councillors received the latest speed data report. 3 sessions had been carried out. The bad, wet weather and the Easter break had affected the number of sessions undertaken. During the 3 sessions undertaken, 46 cars exceeded the speed limit. Since the Lifton speedwatch group was formed, an overall total of 1500 cars have exceeded the speed limit, with a top speed of 69mph being recorded.

6.2 Vehicle Activated Speed Signs (VAS)

The Clerk will work with the Parish Chairman and look to present suggested options for financing a new VAS at next month's PC meeting.

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

The Clerk has contacted St. Mary's Church to find out if they are participating in the national church bellringing commemoration 'ringing out for peace' event as Councillors felt that this was an appropriate way to honour the 80th anniversary. To date no response has been received from the church. The Parish Chairman agreed to take this matter up with the church again.

6.4 Defibrillator Update

Cllr Dunn and Mr M Greeney undertook the defib checks during April; the defib is in good working order. They have agreed to continue and undertake checks during May.

As agreed at the March PC meeting, the Clerk has purchased the clear bags and clips so that the defib first aid kit can be attached to the defib itself; a spare bag and clip have also been provided.

6.5 Tree work (layby by Community Centre)

A resident has reported that several tree branches are overhanging the road in the area known locally as the village green (layby by the Community Centre). Although they are not causing damage, the overhanging branches could potentially be blocking light from the row of cottages.

The local contractor has undertaken a site visit but has not yet provided a quote for the work.

Motion: Councillors resolved to ascertain a quote but to set a spending limit of £200 (excluding VAT) for this work. Proposed; seconded. All in favour.

Action: The Parish Chairman agreed to follow this up with the local contractor.

7. Reports:

7.1 QEII Report

The Vice-Chairman reported that the refurbishment of the play area is almost complete. The old wooden playhouse has been removed and a new four-tower unit is to be installed later this year. A recent ROSPA report was positive with a few minor items e.g. signage to be resolved.

The old storage container has been removed and a new container is now in place. Some refurbishment to the pavilion has also been completed.
A memorial seat for the late B. Donahue has been sited and appears to be well used.
Although the field is used almost daily by dog owners there have been no reports of dog fouling from other users.

The Clerk confirmed that a section 106 funding application had been submitted to WDBC for the new four-tower unit in the play area.

The QEII committee would look into the issues raised at the Annual Parish Assembly regarding the standing water and silt build up around the recreation ground gateway.

7.2 OPCC Councillor Advocate Scheme

Cllr Gynn has not attended any recent OPCC events. The Devon & Cornwall Police and Crime Commissioner elections are due to take place on 2nd May 2024.

8. Finance

8.1 For payment

Clerk's salary for April	£ 700.70
Clerk's expenses: Clear bags and ring clips (for defib first aid kit)	£ 10.58
Cllr Gynn: Mileage expenses - attendance at two OPCC Cllr Advocate Events (12.02.24 & 04.03.24)	£ 81.00
The Arundell: Tamar Room hire for Lifton PC meeting on 25th April 2024 (inc. £6.67 VAT)	£ 40.00
WDBC Bin emptying: Winter service 2023/24 (inc. £159.12 VAT)	£ 954.72
ICCM: Corporate Membership renewal 2024/25	£ 100.00
Martin Ashley & Son Gardening Services – Tree work etc. (inc. £190.00 VAT)	£1,140.00
DALC Annual membership renewal fee 2024-25 (inc. £62.46 VAT)	£ 476.47

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

[Total payments for April: £ 3503.47]

Action: Clerk to make all payments online.

8.2 Receipts/Payment received:

Interest – March £ 9.55

8.3 Outstanding invoices: None

The April invoices for payment and the bank statements issued on 29th March 2024 were seen and signed by two Councillors.

General matters relating to Finance:

8.4 Bank reconciliations: January to March 2024 and End of year 2023-24

The Clerk shared the bank reconciliations with Councillors. No issues were found; the bank statements, bank reconciliations and cashbook all tally with each other.

Both reconciliations, bank statements and cashbook will be shared with the internal auditor in early May.

Councillors formally noted the bank reconciliations; these were subsequently signed by two Councillors.

8.5 End of year financial summary 2023-24

The Clerk shared the end of year financial summary with the PC. The income received in 2023-24 was £30195.99, £15,138 of which was raised via the precept and also a VAT refund (from 2022-23) of £5526. The expenditure (payments) made for 2023-24 totalled £27902.62. This included £10,950 on various maintenance and repairs costs to parish-owned land and assets (QEII recreation ground, pavilion, grass cutting, emptying of the parish dog/litter bins etc.). £452 was spent on the King's Coronation (commemorative mugs); £280 was given in donations; and £11850 covered various administrative costs such as Clerk's salary/expenses, Councillor mileage, room hire, annual membership (DALC, ICCM, SLCC); and insurance cover premium etc.

The end of year financial summary was formally noted by all Councillors.

8.6 PC Bank account administration

The Clerk reported that Councillors had formally resolved at the April PC meeting last year to allow her to manage the PC bank accounts by using the online banking facility for two years. The Clerk confirmed that the online banking facilities continued to work well and it ensured payments were made promptly. The necessary audit checks remained in place for Councillors to approve/sign invoices, bank statements and bank reconciliations throughout the year.

8.7 The Pensions Regulator (re-declaration)

The Clerk confirmed that the re-declaration of compliance had been submitted to The Pensions Regulator (confirming whether or not there were any PC employees in a pension scheme).

9. Planning

9.1 Applications: None

9.2 Approvals: None

9.3 Refusals: None

General matters relating to Planning:

9.4 None

10. Correspondence:

Councillors noted the following correspondence received since the last meeting:
Tamar Valley National Landscape – Survey/treatment re: Giant Hogweed

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

Next Meeting: Annual PC Meeting: 7.00pm, Thursday, 23rd May 2024 (Venue to be confirmed)

Meeting closed at 21:02.

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