

Lifton Parish Council

Minutes of the Parish Council meeting held in the Coronation Hall (Tinhay), Lifton on 25th July 2024

These minutes are provisional until they are agreed and signed by the Chairman at the next meeting of the parish council

Part 1

Present: Cllr Edmonds (Chairman), Cllr Alexander, Cllr K Dunn, Cllr S Dunn, Cllr Lees and Cllr Measey and Cllr Sutton-Woodhouse

1. Apologies: Cllr Glen and Cllr Gynn

2. Minutes: The minutes of the meeting on 27th June 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: WDBC has introduced parish profiles to determine local housing needs for the 60 parishes in the borough which includes Lifton.

Within the parish, 46.5% of home owners own their property outright. LiveWest (housing association) currently have 48 rented accommodations in current affordable stock and South Devon Rural have 6 Rent Plus units. There are 19 applicants registered with a local connection through residence and a further 9 have a local connection through employment or family connection.

Full details are available via: [Lifton Parish Profile | West Devon Borough Council](#)

The parish profiles are not to encourage mass development within villages.

A local business (Fox & Grapes) is starting to make arrangements to commemorate VE Day; the commemorations will take place on 10th - 11th May 2025.

Although still at an early stage, the Coronation Hall is available and the village may like to mark the occasion with a street party or something else, involving local village groups.

An agenda item for a future PC meeting was requested.

General items:

6.1 Highways Update

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'.

The Clerk provided an update, as follows:

W241766926 - Pothole, Pothole (Single or multiple). Location: Parsonage Court, Lifton.

Thank you for contacting us about this issue, which was originally reported on 13-July-2024. The record was completed on the 22-July-2024. The following information is now available;

The problem has been repaired.

The Parish Chairman reported that the above pothole in Parsonage Court has not been repaired (following a recent site visit). There seems to be a glitch in DCC's computer system; confirmation of repairs is being sent out when the repairs have not been done.

The Clerk was asked to raise this issue with DCC's Highways Officer when they return from leave.

Other highways issues raised at the meeting:

The residents in Oak Ridge are still concerned about the trip hazard that was reported to DCC by the Parish Council on 26th June 2024; please see attached Appendix A for DCC's response.

Residents are advised to make a complaint directly to DCC Highways using this link:

[Online complaints form - Roads and transport \(devon.gov.uk\)](https://www.devon.gov.uk/online-complaints-form)

The traffic lights on Fore Street have gone which means the batteries are back in the VAS at Darkey Lane. The other VAS has been moved to near the Methodist Chapel in Lifforddown.

Action: The Clerk to contact DCC's Highways Officer regarding the glitch in the responses received from DCC Highways, as detailed above.

Speedwatch report: Councillors received the latest speed data report for Lifford. The group sessions continued to be limited as a result of the traffic lights on Fore Street. The group had been conducting sessions in Lifforddown but will now move back down into village. One session cancelled due to bad weather.

A report was circulated at the meeting that included data captured from the Devon and Cornwall speedwatch groups.

Going forward, the number of sessions being undertaken in Lifford will be subject to volunteers being available during the summer holiday period.

6.2 Scheme of Delegation

Councillors received the draft 'Scheme of Delegation' prior to the meeting. The scheme allows the Clerk/RFO to undertake certain functions not already covered in the Standing Orders or Financial Regulations during a specified time period as the PC may not hold a meeting during August.

Motion: Councillors resolved to adopt the Scheme of Delegation that delegates authority to the Clerk/RFO in consultation with the Chairman and Vice-Chairman, as set out in Appendix B of these minutes, between 26th July and 31st August 2024 (inclusive).

Proposed (DM); Seconded (TSW); All in favour. Support was achieved by a show of hands.

6.3 Burial Ground

The Clerk reported that a burial had taken place recently at the Parish's North Road cemetery in addition to a memorial being put in place on another plot. The Clerk was awaiting confirmation that another burial would be taking place next week.

The local contractor had recently cut the grass at the site but had been asked to return to cut back the overgrown trees along the pathway and to treat the moss; this work has now been undertaken.

The Chairman reported that the lychgate roof was in need of repair and was seeking to ascertain a quote for the work from a local builder. An oak joint has popped out of place and although the wood does not need replacing, a repair is necessary.

The Clerk is in liaison with the monumental stonemason regarding a headstone in the burial ground. The stonemason has confirmed that this headstone is leaning quite heavily into its own grave now but is still attached to its base so it is not loose. A quote has been provided to rectify the headstone. If the Clerk is unable to ascertain who holds the 'Exclusive Rights' for this grave/plot, the PC will have to consider covering the cost of the repair work themselves. The Clerk will provide an update at the next PC meeting.

6.4 Parish Footpaths

The Vice-Chairman handed out copies of the parish footpath leaflet to Councillors at the meeting. It was reported that DCC's Public Right of Way Team should review the footpaths every 3 years but there is some uncertainty whether this actually happens.

Councillors were asked to consider joining the 'Parish in Partnership Scheme'; 40% of parishes are already signed up. An annual inspection of footpaths is undertaken and a grant can be obtained specifically for the footpaths. Councillors were advised that the Ramblers Association were not able to provide assistance.

Councillors were also asked to consider enlisting the help of local village groups, such as the Scouts, WI etc., to help out with walking the parish footpaths with a view to highlighting any issues with them. Councillors were also encouraged to walk the parish footpaths themselves and to report any issues to the Parish Clerk who was asked keep a record of these walks/inspections.

Action: Cllr S Dunn, as a member of a local U3A walking group, would find out whether members walk Lifton's footpaths; Cllr K Dunn agreed to liaise with the Lifton Scout Group to try to enlist their help as detailed above; and Cllr Sutton-Woodhouse agreed to explore whether the 'Devon Byways Association' still existed.

The Clerk to contact village groups via email to encourage them to walk the parish footpaths.

6.5 Lifton Village Trail leaflet

The Lifton Village Trail leaflet was in need of updating and reprinting however Lifton PC did not hold an original copy of the leaflet electronically.

Councillors discussed the possibility of obtaining an IT package which would enable revisions to be made to the leaflet. Cllr Alexander had sourced an IT software package for approximately £100 per year or for £13 per month plus VAT. A free trial of this software package had been tested and it was felt that alterations to the village trail leaflet could be made.

Councillors considered the proposal to try and make alterations to the leaflet under another free trial and to then purchase a software licence for 12-months to make further alterations.

Alternatively, a suggestion was put forward to approach the new Chair of the History Group, to find out whether they had the ability to amend the leaflet without the need for the PC to purchase a software package/licence.

Councillors agreed that the Lifton History Group be approached first to ascertain whether they were able to provide assistance with amending the Lifton Village Trail leaflet.

Action: Cllr K Dunn agreed to liaise with the Lifton History Group as detailed above; a hard copy of the leaflet was provided to her to assist with this matter.

6.6 Defibrillator Update

Cllr K Dunn and Mr M Greeney undertook the defib checks during July; the defib continued to be in good working order.

Cllr S Dunn agreed to undertake the defib checks in August & September.

Councillors were informed that spare items for the defib (pads etc.) were in a box in the computer cupboard at the Community Centre.

7. Reports:

7.1 QEII Report

The Vice-Chairman reported that the QEII AGM was held Monday 8th July. The existing officers were returned.

New fire risk notices will be placed inside the pavilion. The assembly point will be by the main gate and an assembly point notice put on the notice board.

Two projects were agreed on regarding the QEII:

1. Redecorate both inside and outside the pavilion.
2. Refurbish the gateway, repair the car park and establish additional hard surface access to both the play area and the pavilion from the car park.

Other than a problem with the roundabout sticking, which will be dealt with under guarantee, the play area is now complete.

The cricket club have arranged some fixtures this year while the football club is to continue with two teams.

Unfortunately, dog fouling has again become an issue and further measures may need to be considered including a request for more patrols from WDBC's Locality Officer.

8. Finance

8.1 For payment

Clerk's salary for July	£ 700.70
Martin Ashley & Sons Gardening Services: Grass cutting – April/May/June: QEII Recreation Ground, Burial Ground and verge/village maintenance (inc. £442.10 VAT)	£ 2,652.60

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

[Total payments for July: £ 3353.30]

Action: Clerk to make all payments online.

8.2 Receipts/Payment received:

Interest £ 9.89

WDBC: Sustainable Community Locality Fund Grant towards link path (QEII play area) £ 300.00

8.3 Outstanding invoices: None

The July invoices for payment were seen and signed by two Councillors.

General matters relating to Finance:

8.4 Bank reconciliation: April to June 2024

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

Councillors formally noted the bank reconciliations; this along with the bank statements issued on 1st July 2024 were signed by two Councillors (AL and MA).

9. Planning

9.1 Applications:

1918/24/VAR - Proposal: Application for variation of conditions 1 (Approved Plans) and 3 (Ground Source Heat Pumps) of reserved matters consent 2873/22/ARM to substitute Ground Source Heat Pumps for Air Source Heat Pumps. Applicant Name: Wain Homes (South West). Site Address: Development Site at Sx 382 850, Fore Street, Lifton

Councillors reviewed the application prior to the meeting and noted that, in the original application, the developer was going to install ground source heat pumps; this proposal was now seeking to change that as the developer now sought to install air source heat pumps instead. Councillors queried why the use of air source heat pumps was not explored prior to, or raised, in the original planning application.

Councillors were reminded that they should refer to the list of material planning conditions when considering planning applications, including those applications seeking variations to conditions.

Councillors did not support this application on the basis that they would want to be satisfied by seeing some evidence that the use of air source heat pumps offered the same or better efficiency as ground source heat pumps; and that the property owners would not lose out in any way by this proposed change, such as through reduced levels of efficiency, the visual impact of equipment being detrimental to property value etc.

Councillors noted that the applicant stated it would devalue the property prices.

Proposed and seconded. PC decision: support (0); not support (7); abstain (0). All in favour.

A vote was taken by show of hands.

9.2 Approvals:

1619/24/ARC - Approval of Details Reserved by Conditions. Applicant Name: South West Water. Site Address: Land At Sx 373 834, Lifton. Description: Application for approval of details reserved by condition 15 (Employment and Skills Plan) of planning consent 0034/24/FUL.

Decision: Discharge of Condition Approved

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:*

1970/24/ARC - Approval of Details Reserved by Conditions. Site Address: New Barn, Launceston, PL15 9QX. Description: Application for approval of details reserved by conditions 4 (Foul Drainage) and 5 (External Materials) of planning consent 0028/24/VAR

10. Correspondence: Councillors noted the following items:

Invitation to a Public Meeting: 31st July 2024 at Clovelly Parish Hall re: Regional Emergency Response to Declared Climate Crisis

Local Flood Risk Management Strategy Newsletter - Summer 2024

11. Councillors' items for future agenda: VE Day commemorations: 10th - 11th May 2025; Parish Footpaths and Lifton Village Trail leaflet

Part 1 meeting closed at 20:28.

Part 2 – commenced at 20:29

1. Resolution to exclude the public and press from the meeting

Councillors passed the following resolution: To resolve that in accordance with Public Bodies (Admission to meetings) Act 1960 section 1(2) and as extended by Schedule 12A of the Local Government Act 1972, the public and press be excluded from Part 2 of this meeting in respect of confidential or sensitive information which is prejudicial to the public interest.

Proposed, seconded; all in favour (7).

2. Ratification of Clerk's salary increase

The employment committee met on 25th July 2024 to discuss the Clerk's annual appraisal, her current monthly salary and working hours. The Clerks' appraisal has been completed and objectives agreed for the next year.

The employment committee recommends that the PC agree to hold the Clerk's salary at SCP16. The hourly rate will not change until the National Joint Council for local government services - Local Government Services' Pay Agreement 2024-25 has been published.

The working hours will remain as 11 hours per week.

Proposed, seconded; all in favour (7).

Part 2 meeting closed at 20:33.

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

Next Meeting: 7.00pm, Thursday, 26th September 2024 (Venue tbc)