

# Lifton Parish Council

Minutes of the Parish Council meeting held in the Tamar Room (The Arundell)  
on 24<sup>th</sup> April 2025

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

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

- 1. Apologies:** Cllr Glen and Cllr Lees (apologies for the reasons given were approved)
- 2. Minutes:** The minutes of the meeting on 27<sup>th</sup> March 2025 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:** Three members of the public were in attendance. Two of those spoke in relation to planning application 0664/25/HHO (Item no. 9.1 on this agenda). They informed Councillors that they were objecting to this planning application. They own a neighbouring property and are worried about being penned in by the proposed new home office/garden room and the loss of privacy/view (on the North elevations). They highlighted incorrect points of information within the application itself in relation to an existing tree line and that the construction had already started (a foundation slab was laid in 2021 and not in the position detailed in the planning application). They also expressed concern that the installation of solar panels on the proposed home office/garden room would raise the height of the building given it is shown as a flat roof building in the plans.

**Borough Cllr. Update:** WDBC are currently in purdah leading up to the local elections on 1<sup>st</sup> May 2025.

## **6. 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'.

**Lifton Community Speed Watch Group:** The latest speed data reports were circulated to Councillors before the meeting. Cllr S Dunn reported that Devon & Cornwall Police were up at Liftondown a couple of times last week monitoring the speed of vehicles. One volunteer of the Lifton speed watch group has stepped down.

### **6.2 Allotments**

The Parish Chairman informed Councillors that he is expecting formal feedback from the Lifton Garden Society on 10<sup>th</sup> May 2025, the date of their next meeting. Councillors agreed for an item to be placed back on the PC's agenda once an update was available. All agreed.

### 6.3 Grass Cutting at QEII

A meeting of the QEII Recreation Ground Committee was called to review the arrangements for grass cutting. A compromise solution was arrived at; the football club would be responsible for grass cutting for the football season, the dates to be confirmed at a later date. The existing arrangement regarding the contractor would stand while the cricket club, due to the small number of games, would not be involved.

### 6.5 Litter bins

The Parish Chairman reported that WDBC's Waste Management Team had confirmed the costs for emptying and locations for the siting of the two new litter bins in Arundell Gardens and the QEII Recreation Ground respectively; these will be emptied on a fortnightly basis.

The local contractor had been asked to provide a quote for installing the two bins; the quote has come in at £120 for both bins which will include a concrete base and the bins being bolted in place.

Councillors were informed that the two new bins came with locking mechanisms. Cllr Edmonds would seek to ensure both bins could be accessed and emptied.

**Councillors resolved to get the two new bins installed by the local contractor as soon as possible. Proposed (DM); Seconded (CG); All in favour. A vote was taken by a show of hands.**

**Action: As detailed above.**

### 6.5 Defibrillator Update

Cllr K Dunn undertook the defib checks at the Community Centre during April. It is in good working order. Cllr Gynn agreed to undertake the checks in May.

## 7. Reports:

### 7.1 OPCC Councillor Advocate Scheme

Cllr Gynn provided the following update: The Neighbourhood Policing Guarantee (NPG) The NPG has 5 pillars or commitments:

1. **Police back on the beat:** A Neighbourhood Policing Team in every local area, carrying out intelligence-led and visible patrols, including in town centres and on high streets. We will hold forces to account for ensuring neighbourhood policing teams are protected, so they remain focussed on serving communities.
2. **Community-led policing:** A named, contactable officer for every neighbourhood, responsive to local problems. Residents and local businesses will be able to have a say on the police's priorities for their area.
3. **Clear performance standards and professional excellence:** New training for officers and standards for professional excellence will ensure neighbourhood policing is developed as a specialist policing capability.
4. **Crackdown on anti-social behaviour:** Neighbourhood policing teams will have tougher powers, and be supported by other agencies, to tackle persistent anti-social behaviour. This includes piloting the new Respect Order to enable swift enforcement against prolific offenders, and a dedicated lead officer in every force working with communities to develop a local anti-social behaviour action plan.

5. **Neighbourhoods:** Neighbourhood policing teams will crack down on shop theft, street theft and assaults against retail workers, so local people can take back their streets from thugs and thieves.

Reporting anti-social behaviour:- also victim support via: [www.police.uk](http://www.police.uk) or phone 101.

## 8. Finance

### 8.1 For payment:

Clerk's salary for April	£ 730.73
HMRC: Employers National Insurance Contributions (NICs): 6 Apr-5 May 2025	£ 47.06
Clerk's expenses (x2 reams of A4 White Paper)	£ 9.80
WDBC: Emptying of bins (inc. £ 159.12 VAT)	£ 954.72
DALC Membership renewal 2025-26 ((inc. £64.92 VAT)	£ 497.91
2025/2026 ICCM Membership renewal (No VAT)	£ 105.00
The Arundell: Tamar Room hire for LPC meeting 24.04.25 (inc. £6.67 VAT)	£ 40.00
Lloyds Bank charges 10th February to 9th March 2025 (to be taken by DD on or after 19.04.25)	£ 4.25

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

[Total above payments: £ 2389.47]

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

The above invoices for payment and the bank statements dated 1<sup>st</sup> April 2025 were seen and signed by two Councillors.

### 8.2 Receipts:

Interest	£ 6.17
WDBC Community Project Fund Grant – New VAS	£ 1145.00
David Gynn Memorials – Memorial fee	£ 100.00
WDBC Locality Budget Grant – New litter bin	£ 200.00

A transfer of £2,500 between the two PC bank accounts took place on 3rd March 2025; prior approval was sought and received from the Parish Chairman and Vice-Chairman. This was to cover March 2025 invoice payments.

### 8.3 Outstanding invoices: None

### General matters relating to Finance:

#### 8.4 Bank reconciliations: January to March 2025 and End of year 2024-25

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 have been shared with the PC's Internal Auditor as part of the 2024-25 internal audit process.

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

### **8.5 End of year financial summary 2024-25**

The Clerk shared the end of year financial summary with the PC. The income received in 2024-25 was £55896.84, £16652.00 of which was raised via the precept and via a VAT refund (from 2023-24) of £7016.84. The expenditure (payments) made for 2024-25 totalled £61643.55. This included £30524.16 at the QEII for improvements to the play area and pavilion (£22903.90 of which was refunded from s106 funds); and £4350 on various maintenance and repairs costs to parish-owned land and assets (VAS repairs, Lychgate repairs, grass cutting etc.). £2289.99 was spent on a new Vehicle Activated Speed Sign (of which £2245 was covered from grant funding); £200 was given in donations; and £12087.38 covered various administrative costs such as Employee salary/expenses, room hire, annual membership/subscriptions (DALC, ICCM, SLCC); and insurance cover premium etc.

The end of year financial summary was formally noted by all Councillors and signed off by the Parish Chairman.

### **8.6 Internal Financial Control Review 2024-25**

The Clerk shared the internal control review with Councillors. There are no concerns and Councillors formally noted the internal financial control review.

### **8.7 Asset Register (revised)**

In line with The Joint Panel on Accountability and Governance (JPAG) proper practices and the PC's Asset Management Policy, the Clerk produced a revised format for the PC's Asset Register. This also includes all acquisition and disposal transactions recorded in the cash-book during 2024-25. **Councillors resolved to approve the new format and the Asset Register. Proposed (SD) and Seconded (CG); All in favour. A vote was taken by a show of hands.**

## **9. Planning**

### **9.1 Applications:**

0664/25/HHO - Householder application for proposed Home Office (Garden Room) and installation of solar panels. Site Address: Ashleigh Farmhouse, Lifton, PL16 0HF

Councillors noted the objection raised by the two residents in attendance at this meeting. Councillors sought clarification from them about the location of their neighbouring property and how this sat in relation to the proposed installation of the home office/garden room detailed in this planning application. Although Councillors noted the residents' concerns raised under Public Participation (Item no. 5); Councillors could only take into account material planning considerations; they would not consider a lack of view as a reason for objecting to this application.

The objections included concern about the solar panels and the potential to increase the overall height of the structure. Councillors felt there was insufficient detail, within the planning application, in relation to the solar panels. Councillors wanted to know whether the solar panels would be angled on the flat roof of the proposed home office/garden room; at what height and how would they be fixed in place.

Councillors were also concerned to hear that a foundation slab was already in position and allegedly placed one metre from where it should be; not as detailed in the plans provided.

Following the above discussion, the majority of Councillors agreed not support this application until further information regarding the above points could be provided by the WDBC Planning Officer.

**Proposed and seconded. PC decision: support (0); not support (5); abstain (2).**

**A vote was taken by a show of hands.**

### **9.2 Approvals:**

0419/25/ARC - Approval of Details Reserved by Conditions. Applicant Name: Wain Homes (South West) LTD. Description: Application for approval of details reserved by condition 29 (Access /Site Compound/ Highway/Car park) of planning consent 2353/18/OPA. Site Address: Development Site At Sx 382 850, Fore Street, Lifton. Decision: Discharge of Condition Approved

0038/25/FUL Full Planning Application. Description: Erection of extension to farm shop for storage area. Site Address: Strawberry Fields, Lifton PL16 0DH. Decision: Conditional Approval

### **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:*

1016/25/AGR Agricultural Determination. Site Address: Wooladon Farm, Lifforddown PL16 0DD. Description: Application to determine if prior approval is required for a proposed general purpose building to house livestock & silage measuring 38m (L) x 27m (B) x 9.4m height to ridge

0843/25/PAT Prior Approval Application. Applicant Name: Cornerstone. Site Address: Communication Station, Wortham Farm, Lifton PL16 0ED. Description: Application for prior notification of proposed development removal of existing 15m communications column & replacement with a 25m lattice mast with headframe accommodating 3No antennas & ancillary development, proposal also involves relocation of 1No transmission dish on tower leg, 2No equipment cabinets at ground level & ancillary development thereto

0420/25/CLP Certificate of Lawfulness for Proposed Use. Applicant Name: The Squiffy Scone. Site Address: The Shed, Unit 1A, Tinhay Mill Industrial Estate, Tinhay PL16 0AH. Description: Certificate of lawfulness for proposed bakery and coffee Takeaway Shop; including sales of takeaway hot food

0832/25/ARC Approval of Details Reserved by Conditions. Applicant Name: GMJ Development Ltd. Site Address: Land at the rear of Borough House, Fore Street, Lifton. Description: Application for approval of details reserved by conditions 9 (EVCP) and 10 (DEV32) of planning consent 4762/21/ARM

0950/25/ARC Approval of Details Reserved by Conditions. Applicant Name: South West Water Officer. Site Address: Land At Sx 373 834, Lifton. Description: Application for approval of details reserved by conditions 4 (Hard & Soft Landscape Plan), 9 (Landscape Strategy Plan) , 12 (Biodiversity Net Gain) and 13 (Watercourse Habitat) of planning consent 0034/24/FUL

### **10. Correspondence:**

Tamar Valley National Landscape: Survey & treatment of Giant Hogweed & American Skunk Cabbage in the Tamar Catchment 2025

Launceston Velo - Moor2Moor Cycle event - 11th May 2025  
Lifton Notification of BT's proposed removal of a telephone box

**11. Councillors' items for future agenda:** Allotments and Village Christmas Decorations

Meeting closed at 20:36.

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

**Next Meeting:** Annual Parish Council Meeting: 7.00pm - Thursday, 29<sup>th</sup> May 2025  
(Tamar Room, The Arundell)