

Lifton Parish Council

Minutes of the Annual Meeting of Lifton Parish Council held in the Tamar Room (The Arundell) on 29th May 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 Lees and Cllr Measey

1. Election of Chairman (including signing of declaration of acceptance of Chairman role)

Cllr Edmonds proposed (CG), seconded (KD) and voted unanimously by a show of hands. Cllr Edmonds signed the acceptance of office form for the role of Chairman of the Council.

2. Apologies: Cllr Glen and Cllr Sutton-Woodhouse (apologies for the reasons given were approved)

3. Minutes: The minutes of the meeting on 24th April 2025 were approved as a true and accurate record of the meeting and were signed by the Chairman.

4. Dispensations and Declarations of Interest: None

5. Visiting/Guest Speakers: None

6. Election of Officers

6.1 Vice-Chairman: Cllr Measey was proposed (CE), seconded (SD) and voted unanimously by a show of hands.

6.2 Employment Committee: Cllr Edmonds, Cllr Glen, Cllr Lees, Cllr Sutton Woodhouse and Cllr K Dunn.

6.3 Appeals Committee: Cllr Measey, Cllr S Dunn and Cllr Gynn.

6.4 Recreation Field Committee: Cllr Edmonds, Cllr Measey and Cllr Sutton-Woodhouse.

Membership of the three above committees were proposed (DM), seconded (AL) and voted unanimously by a show of hands.

7. Public Participation/Borough Cllr. Update:

Public Participation: None

Borough Cllr. Update: The Devon County Council elections took place on 1st May 2025. There was no party with clear overall control following the election but the newly voted in Leader of the Council is Cllr Julian Brazil (Kingsbridge/Lib Dems). The successful candidate for the Okehampton Rural seat, which includes Lifton, was Cllr James Grainger, a resident of Tavistock and a member of Reform UK. WDBC have held their annual meeting where all key and committee positions were decided. Cllr Paul Vachon, ward member for Okehampton South, is the new Mayor and Cllr Chris Edmonds, ward member for Tamarside, was appointed Deputy Mayor.

8. General items:

8.1 Highways Update

The Clerk had nothing to report to Councillors this month. Issues raised by Councillors at the meeting related to Tinhay bridge where big sycamore tree branches have become overgrown; and the previously reported lamppost down in Tinhay is still too bright.

Action: The Clerk to report the above issues to DCC Highways.

The Vehicle Activated Speed sign (VAS) at top of Darkey Lane is now working. The VAS by the Methodist Chapel is still in need of repair; these are due to take place shortly. The PC may need to consider purchasing a second new VAS if these repairs are not successful.

Lifton Community Speed Watch Group: The latest speed data reports were circulated to Councillors before the meeting.

8.2 Annual Review of Parish Council documents:

- 8.2.1 Annual Governance Statement (updated)
- 8.2.2 Asset Register (as reported at 24th April LPC Meeting)
- 8.2.3 Asset Management Policy (no change)
- 8.2.4 Communications Policy (no change)
- 8.2.5 Complaints Policy and Procedure (no change)
- 8.2.6 Data Protection Policy (no change)
- 8.2.7 Financial Regulations (Revised by NALC - March 2025)
- 8.2.8 Internal Control Policy (no change)
- 8.2.9 Insurance policy (updated; renewal in June)
- 8.2.10 Publication Scheme (updated; hourly rate/copy charges increased)
- 8.2.11 Risk Management Policy (no change)
- 8.2.12 Risk Assessment (updated)
- 8.2.13 Standing Orders (Revised by NALC - March 2025)
- 8.2.14 Bio-Diversity Policy (new)
- 8.2.15 IT Policy (new)

Motion: Councillors resolved to accept all above policy documents: Proposed (DM); seconded (SD); all in favour. A vote was held by a show of hands.

Action: The Clerk to ensure all relevant and updated policies are published on the PC's website and/or made available upon written request.

8.3 Review of PC's memberships/subscriptions

Councillors resolved to continue membership/subscription to DALC/NALC, SLCC, ICCM and Parish Online. **Proposed (AL); seconded (MA); all in favour.**

Action: The Clerk to ensure all relevant memberships/subscriptions for Lifton PC are renewed accordingly.

8.4 Meeting schedule 2025-26

Councillors formally approved the PC meeting dates for 2025-26. All agreed.

8.5 Allotments

The Parish Chairman informed Councillors that he had received feedback from the Lifton Cottage Garden Society (LCGS) regarding the management of the 7 new allotments being made available on the Wain Homes development on Fore Street.

Councillors were informed that there is some interest amongst the group including a couple of people who have experience of having their own allotment.

The Parish Chairman acknowledged their response and thanked them for their interest.

Councillors discussed the next steps and agreed for Cllr Edmonds to approach Wain Homes to discuss possible timescales for the allotment handover, the legal process for doing so, and to ensure the developer hands over all 7 allotments in good order (soil condition, working water supply etc.).

Councillors also agreed for the Parish Chairman and Vice-Chairman to have an informal discussion with those interested from the Lifton Cottage Garden Society (LCGS) regarding the way forward, including the setting up of a local Allotment Association etc. Lifton Parish Council would retain ownership of the allotment land but the local allotment association would manage the site on a day-to-day basis.

Councillors asked for an update to be brought back to a future PC meeting, in due course. All agreed.

8.6 Defibrillator Update

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

9. Reports:

7.1 OPCC Councillor Advocate Scheme

Cllr Gynn provided the following update:

Clarification of the role of Police and OPCC Crime Commissioners and the appointment of Chief Constables - Blog from Alison Hernandez, Police and Crime Commissioner:

We are directly elected politicians, and I have had the honour of being the representative for Devon, Cornwall, and the Isle of Scilly since 2016. Although we are not involved in day-to-day operational policing as Chief Constables are operationally independent.

Our crucial functions - guided by our skills and knowledge – include:

- determining local policing priorities
 - scrutinising police performance
 - determining appeals against police complaints
 - appointing volunteers and legal advisers to advise on misconduct panels
 - setting budgets
 - proposing the council tax precept for policing
 - providing services for victims of crime
 - appointing or dismissing a Chief Constable.
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Forthcoming OPCC quarterly meeting:

23rd July 2025 - Topic: Tackling serious violence. Venue: Lifton Strawberry Fields 1100 to 1500; Cllr. Gynn to attend.

10. Finance

10.1 For payment:

Clerk's salary for May	£ 730.73
HMRC: National Insurance Contribution	£ 47.06
Clerk's expenses: Renewal of Norton anti-virus software on PC laptop	£ 34.99

The Arundell: Tamar Room hire for Lifton PC meeting on 29 th May 2025 (inc. £6.67 VAT)	£ 40.00
Internal Auditor fee – PC Internal Audit 2024-25	£ 105.70
Community First: Annual Insurance Renewal wef 1st June 2025	£2051.68
Lloyds Bank charges 10th March to 9th April 2025 (to be taken by DD on or after 19.05.25)	£ 4.25
Launceston Print – Village Trail Leaflets (1000 copies)	£ 229.00

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

[Total above payments: £ 3243.41]

Action: Clerk to make all payments online.

The above invoices for payment and the bank statements dated 1st May 2025 were seen and signed by two Councillors.

10.2 Receipts:

Interest - April	£ 5.14
WDBC: Grant payment for works at QEII	£ 6204.00
HMRC: Final VAT refund for 2024-25	£ 2659.64
WDBC: 1st half of precept 2025-26	£ 8992.00

10.3 Outstanding invoices: None

General matters relating to Finance:

10.4 Audit 2024-25:

10.4.1 Internal Audit Reports 2024-25

The two internal audit reports were shared with Councillors prior to the meeting, as follows:

‘Internal Audit Report for Lifton Parish Council dated 26th April 2025

The internal audit was carried out on the 22nd April 2025 examining all pertinent documents after checking the website of Parish Council.

Internal control objectives A to N were checked alongside other items pertinent to good governance of the council – comments as follows.

- i. Council should be paying the home working allowance as agreed with HMRC of £6.00 per week
- ii. No pension has been offered to the Clerk. In view of her earnings and age, a pension should be put into place for this financial year 2025/26 with immediate effect.

These findings are attached to the Internal Audit report and should be published on the council website.

Penny Clapham PSLCC
BA (Hons) Community Governance.'

Councillors also received the completed Annual Internal Audit Report, page 3 of the Annual Governance and Accountability Return 2024/25 (AGAR).

Councillors agreed that points i. and ii. raised above by the internal auditor be referred to the PC's Employment Committee to deal with; and that page 3 of the AGAR be submitted to the external auditors, PKF Littlejohn LLP. All agreed.

Motion: Councillors resolved to accept the internal audit reports 2024-25: Proposed (CG), seconded (MA); all in favour. A vote was held by a show of hands.

10.4.2 To consider, approve by resolution and sign section 1 – annual governance statement 2024-25

The Annual Governance Statement for 2024-25 (Section 1) was considered by the PC.

Motion: Councillors resolved to approve the annual governance statement 2024-25: Proposed (CE), seconded (DM); all in favour. A vote was held by a show of hands.

Section 1 - The annual governance statement 2024-25 was completed and signed by the Chairman and the Clerk at the meeting.

10.4.3 To consider, approve by resolution and sign section 2 - accounting statements 2024-25

The Annual Accounting Statements for 2024-25 (Section 2) and the explanation of variances were shared with Councillors prior to the meeting at which they were considered by the PC.

Motion: Councillors resolved to approve the annual accounting statements 2024-25 including the explanation of variances: Proposed (SD), seconded (KD); all in favour. A vote was held by a show of hands.

Section 2 – The Annual Accounting Statements 2024-25 was signed by the Chairman at the meeting.

10.4.4 To consider and approve by resolution the explanation of variances 2024-25

Please see item 10.4.3.

10.4.5 To resolve to agree the Notice of Public Rights and Publication of Council's Accounts dates as 3rd June to 14th July 2025

Motion: Councillors resolved to agree the 'Notice of Public Rights and Publication of Council's Accounts' dates as 3rd June to 14th July 2025: Proposed (AL), seconded (MA); all in favour. A vote was held by show of hands.

Action: The Clerk to publish the 'Notice of Public Rights and Publication of Council's Accounts' in the main village noticeboard and on the Parish website wef 30th May 2025; and to make the Annual Governance and Accountability Return 2024/25 (AGAR) to PKF Littlejohn LLP within the external auditors set deadline.

10.5 Community First Insurance Renewal – 1st June 2025

The Clerk reported that the insurance renewal for 2025-26 had been received and that she has been reviewing the renewal with the Parish Chairman. The Clerk was currently awaiting a response from Community First regarding a couple of queries with the policy schedule but that Councillors were advised to approve the payment of the invoice (under item no. 10.1 above) as the renewal date was 1st June 2025.

The Clerk, in liaison with the Parish Chairman, will continue to work with Community First to amend the PC's insurance policy if that is deemed necessary. A further update will be provided to Councillors at the next PC meeting.

Motion: Councillors resolved to enter year-2 of the 3-year LTA with Community First Insurance and agreed payment of the renewal invoice as detailed in item no. 10.1 above: Proposed: (DM); seconded: (KD); all in favour. A vote was held by a show of hands.

10.6 Annual Review – Lifton PC Banking

Councillors resolved to continue banking with Lloyds Bank during 2025-26. **Proposed: (AL); seconded: (MA); all in favour.**

10.7 Donation request – Community Centre Summer Fete

Lifton Community Centre are planning a mini summer fete alongside their table top-craft sale on the 14th June 2025 and have asked the Parish Council if it would be kind enough to consider supporting the event with some funds to help out.

Councillors agreed that a donation of £100 from s137 funds be given to the Community Centre towards the village Summer Fete. **Proposed: (DM); seconded: (CG); all in favour.**

Action: The Clerk to make the £100 donation to the Community Centre, as set out above.

11. Planning

11.1 Applications: None

11.2 Approvals:

0832/25/ARC - Approval of Details Reserved by Conditions. Description: Application for approval of details reserved by conditions 9 (EVCP) and 10 (DEV32) of planning consent 4762/21/ARM. Site Address: Land at the rear of Borough House, Fore Street, Lifton. **Decision: Discharge of Condition Approved**

0039/25/FUL Full Planning Application. Description: Erection of extension to Wooladon Wedding Barn to provide WC & storage facilities. Site Address: Wooladon Farm, Liftondown PL16 0DD. **Decision: Conditional Approval**

11.3 Refusals: None

General matters relating to Planning:

11.4 Meeting of local Parish Councils on the 27th June 2025

The Parish Chairman reported that this meeting has been organised by WDBC for local Parish Councillors to be briefed on the recent changes to planning laws and also the impact that large renewable energy installations are having elsewhere in Devon. The area being considered is the one that lies between the Tamar Valley National Landscape and Dartmoor NP. So far this area has not

been impacted by large renewable energy or housing developments. This meeting is being held to discuss the future risks and how Councils and local environmental groups could collaborate if these materialise and to resist largescale development. The meeting will take place at 2.30pm, in the Victory Hall in Lewdown and will be chaired by Sir Geoffrey Cox. The meeting agenda will be circulated to Councillors.

11.5 *There is no statutory consultation requirement on the applications below - The Information is being sent for information only:*

1242/25/NMM - Non-Material Minor Amendment. Site Address: Development Site At Sx 382 850 Fore Street, Lifton. Description: Non-material minor amendment to planning consent 2873/22/ARM for change to LEMP to allow for annual trim of northern hedge

12. Correspondence

South West Water – Drought Permit Environmental Assessment: Access for surveys River Lyd (site 3)

13. Councillors' items for future agenda: Allotments and Insurance.

Meeting closed at 20:31

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

Next Meeting: 7.00pm, Thursday 26th June 2025 (Venue: QEII Pavilion – to be confirmed)