

Lifton Parish Council

Minutes of the Parish Council meeting held in the QEII Pavilion, Leat Road, Lifton on 26th June 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 Glen, Cllr Gynn, Cllr Lees, Cllr Measey and Cllr Sutton-Woodhouse

1. **Apologies:** Cllr K Dunn and Cllr S Dunn (apologies for the reasons given were approved)
2. **Minutes:** The minutes of the Annual Meeting of Lifton Parish Council held on 29th May 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: One member of the public was in attendance to observe the meeting.

Borough Cllr. Update: West Devon Borough Council weekly news updates continue to be circulated by the Clerk to all Councillors via email.

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.

A further update from DCC Highways has been received, as follows:

W251866942 - Pothole, Pothole (Single or multiple). Location: Fore Street, Lifton. Thank you for taking the time to submit this report. What action has been taken? The problem has been repaired.

The Clerk will also be submitting a report to DCC Highways for the following issues:

Trees in the River Thrushel at the bridge in Old Tinhay.

Overhanging trees by the green on Fore Street.

6.2 Allotments

The Parish Chairman reported that, following an action from May's PC meeting, he had spoken to Wain Homes regarding the allotments on the Fore Street development and their readiness to be potentially handed over to the parish council.

Wain Home have confirmed that the allotment site itself is still being used as a compound by the developer to store machinery etc., whilst construction of phase two of the development is underway. The allotments are therefore not ready to be handed over.

Councillors agreed to postpone any further discussion on allotments until further notification of their readiness was provided by Wain Homes.

The Parish Chairman was asked to provide an update to those members of Lifton's Garden Society who had kindly expressed an interest in possibly managing the allotments on behalf of the parish council.

6.3 Community Emergency Plan

The Clerk asked Councillors whether they wanted to explore the need for a Community Emergency Plan (CEP) for Lifton. Following a presentation from Devon Communities Together back in early 2020, two Councillors were tasked with looking into whether a local CEP was needed. This work was halted as the covid pandemic occurred not long afterwards.

The Clerk informed Councillors that in West Devon, there are a total of 46 town and parish councils (including 36 parish councils, 5 grouped parishes, 1 parish meeting, and 4 town councils). According to Devon Communities Together, only 8 of these councils have a CEP.

Following discussion, Councillors agreed not to take this project any further forward. There was currently no legal requirement for PCs to have a CEP; it was felt that the risk of a parish-wide emergency was low; and in the event of such an emergency, the parish council would rely on the county/ borough council and the emergency services. All agreed.

6.4 Defibrillator Update

Cllr Measey undertook the defib checks at the Community Centre during June. It is in good working order and the cabinet has been cleaned. Cllr Sutton-Woodhouse agreed to undertake the checks in July.

7. Reports:

7.1 QEII Report

The Vice-Chairman provided the following report:

Very little to report other than rot has been detected on the steps by the main entrance to the pavilion. This will involve replacement of the existing decking for which quotes have been received for consideration by the recreation ground management committee. Weather permitting, the repair will be carried out on 16th July 2025.

The Clerk reported that South Western Ambulance NHS Foundation Trust had been in contact as there were having trouble locating a representative from Lifton Football Club regarding the working order of the defib at the QEII pavilion. Councillors agreed that the QEII management committee would follow this up with a representative from the football club at their next meeting. In the meantime, the Clerk reported that she had forwarded the SWNFTs email onto two members of the football club to be actioned.

7.2 OPCC Councillor Advocate Scheme

Cllr Gynn provided the following update:

The Commissioners Community Grant Scheme

Each year, small voluntary and community organisations across the peninsular are invited to apply for grants of up to £5,000 for short-term projects, initiatives and activities that directly impact communities in a positive way. Commissioner Alison Hernandez sets an annual theme based on local need and the key priorities set out within her Police and Crime Plan 2025-29 which are antisocial behaviour, serious violence, theft, and drugs and alcohol.

An annual funding pot of £200,000 is available from the Commissioner's Community Grant Scheme as well as additional funding from the Police Property Act Fund which varies each year as it is funded by the sale of seized goods by the police.

The Commissioner's Community Grant Scheme for 2024/25 saw 41 projects awarded funding. Of those, 29 were based in Devon and 12 in Cornwall projects. The themes were crime prevention initiatives to make community spaces safer, and projects focusing on offering education and/ or purposeful activities for people with antisocial drug and alcohol issues. Typical schemes include, cooking, sewing, and learning practical skills.

Applications to: <https://devonandcornwall-pcc.gov.uk/>

Action: Cllr Gynn to find out if any of the OPCC grants were available to the parish council to help fund the purchase of a new vehicle activated speed sign (VAS) for Lifton.

8. Finance

8.1 For payment:

Clerk's salary for June	£ 730.73
Clerk's expenses (x2 ring binders & folder/subject dividers)	£ 6.40
Vision ICT: Website/email hosting and support 2025-26 (inc. £75.00 VAT)	£ 450.00

Lloyds Bank charges (to be taken by DD on or after 17th June 2025) £ 4.25

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

[Total above payments: £ 1191.38]

Action: Clerk to set up all payments online for further authorisation.

The above invoices for payment and the bank statements dated 30th May 2025 were seen and signed by two Councillors.

8.2 Receipts:

Interest £ 4.29

8.3 Outstanding invoices: None

General matters relating to Finance:

8.4 To formally approve the transfer of £2,500 between the PC bank accounts

A transfer of £2,500 between the two PC bank accounts took place on 3rd March 2025 to cover invoice payments. Following receipt of the first 2025-26 precept payment and reimbursement of some grant money, Councillors were asked to formally approve the transfer of £2,500 from the PC's current account back into its saving account.

Proposed (MA) and Seconded (CG); all in favour that the above transfer be authorised. A vote was taken by a show of hands.

Action: Clerk to transfer £2,500 between the two PC bank accounts online.

8.5 Asset Register 2025-26

Councillors received the 2025-26 Asset Register prior to and at the meeting and were asked to formally approve the removal of the cricket roller from the register as this item is not in ownership of the parish council and to consider the disposal of the Clerks previous laptop. Only assets owned by the PC should be included on its asset register.

Councillors resolved to remove the cricket roller from the list and agreed to dispose of the Clerks old laptop. In addition to this, Councillors agreed that x2 road signs and a hearing loop should be added to the register.

Proposed (AL) and Seconded (DM); All in favour. A vote was taken by a show of hands.

Action: The Clerk to update the Asset Register 2025-26 as detailed above.

9. Planning

9.1 Applications:

1526/25/FUL - Proposal: Rear extension to provide two accessible toilets, reuse the existing toilet as storage & provide an access corridor. New notice board & solar panel array. Site Address: Methodist Church, Liftondown, PL16 0DA

Councillors agreed to support this application given the proposals were straightforward and that at this current time, there were no objections raised on the planning portal.

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

A vote was taken by a show of hands.

9.2 Approvals:

0843/25/PAT - Applicant Name: Cornerstone. 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 Grid Reference: (238559, 87003). Site Address: Communication Station, Wortham Farm, Lifton PL16 0ED. **Decision:** Prior Approval Required and Given

9.3 Refusals:

3964/24/FUL - Description: Change use from holiday let to residential with minor changes to elevations. Site Address: Barn at SX 371 866, Higher Carley Barns, Lifton. **Decision:** Refusal

General matters relating to Planning:

9.4 WDBC re-consulting Lifton PC re: Planning Application 0664/25/HHO - Ashleigh Farmhouse, Lifton, PL16 0HF as revised documents received and/or the application has been re-advertised. *(Consultation with LPC conducted via email due to WDBC's deadline for responses falling prior to this meeting)*

Councillors formally noted the response to WDBC on 12th June 2025, as follows:

Due to WDBC's deadline for responses falling before the next Lifton Parish Council meeting,

Councillors considered this revised planning application/additional information via email.

Councillors expressed concern about the overall height of the building and felt the 1.7m wall is unlikely to mask the build.

The consensus amongst Councillors was that they would like the Planning Officer to carry out a site visit to fully consider the concerns raised.

The majority of those Councillors who provided a response to the revised application/additional information are not in support of this application.

10. Correspondence:

Lifton notification of BT's telephone box (Fore Street) – to be retained

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

Meeting closed at 19:40.

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

Next Meeting: 7.00pm - Thursday, 24th July 2025 (TBC: Methodist Church)