

# Lifton Parish Council

## Minutes of the Parish Council meeting held in the Carey Room (The Arundell), Lifton on 25<sup>th</sup> September 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 Gynn and Cllr Measey

**1. Apologies:** Cllr K Dunn, Cllr S Dunn, Cllr Glen, Cllr Lees and Cllr Sutton-Woodhouse (apologies for the reasons given were approved)

**2. Minutes:** The minutes of the Meeting of Lifton Parish Council held on 24<sup>th</sup> July 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. They thanked Councillors for supporting a recent planning application.

**Borough Cllr. Update:** Cllr Edmonds provided an update regarding the situation in Liftondown. This is being dealt with by West Devon Borough Council as the local planning authority; the parish council has no powers or influence on this matter.

WD planning enforcement has attended the site in relation to the unauthorised development.

WDBC issued a formal enforcement notice at the site last week. This notice requires the removal of all caravans, mobile homes and whatever has been laid down at the site and requires the land to be put back to how it was.

A minimum period of 28 days is required between service of a Notice and it taking effect; there is a right to appeal. The notice becomes active on 17th October 2025. No further information is available due to the required confidential handling of all planning enforcement cases.

### **6. General items:**

#### **6.1 Highways Update**

Cllr Gynn kindly reported the following directly to DCC Highways: 2 potholes, both in the middle of the road, 20 metres and 40 metres east of Leat Cross. DCC has now repaired these potholes.

The Clerk was asked to report an overgrown hedge in the village to DCC Highways; Cllr Gynn agreed to provide details of the hedge location along with a photograph.

**Lifton Community Speed Watch Group:** Cllr Dunn, although absent from the meeting, provided the following information for Councillors along with the latest speed data report:

The police have been back at Liftondown at the beginning of September and caught a number of vehicles driving over the speed limit.

On a personal note, due to a problem with my right eye where I have blurred vision and am awaiting an operation I have temporarily stepped down from running the group. Cllr Gynn will now be running it with BM assisting until my issue is resolved. Cllr Gynn will answer any items concerning speed watch at PC meetings.

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CLlr Gynn reported that 51 vehicles had been caught speeding in August; 45 drivers were sent letter 1 and 4 were sent letter 2 from D&C Police.

### **Vehicle Activated Speed Signs (VAS)**

Following an action from the last PC meeting, the Clerk provided Councillors with quotes from two VAS providers, Elan City and Coeval.

Councillors agreed that, as long as grant funding can be secured, a new VAS should be purchased from Elan City, as detailed in their quote.

The Parish Chairman confirmed that Ambrosia in Lifton is not able to provide a grant to the PC to help with the purchase a second new VAS and that the first round of applications for the newly renamed, West Devon Community Rapid Action Grant, had now closed.

The Clerk was asked to postpone the purchase of a new VAS until all grant applications could be made.

**Motion: Councillors resolved to purchase a new VAS from Elan City once all grant sources were open for applications. Proposed (DM); Seconded (MA); All in favour.**

### **6.2 Defibrillator Update**

CLlr Measey confirmed that the defib had been checked over the summer and that it was still in good working order. CLlr Measey agreed to continue to undertake the checks during October.

## **7. Reports:**

### **7.1 QEII Annual Report**

Councillors formerly noted the QEII Annual Report provided by the Vice-Chairman, as follows:

The QE2 AGM was held on Monday 14th July 2025.

The officers were returned unopposed: Chairman - Chris Edmonds; Treasurer - Justin Gliddon; Secretary - David Measey.

All policies were reviewed including Health & Safety and fire risk.

The Treasurer has raised concerns that expenditure was showing signs of exceeding income, particularly with regard to the maintenance of an ageing building.

The pavilion has been refurbished with the exterior wall repainted and wooden rails stained. Repairs have been carried out to replace rotten decking which is an issue the committee will have to return to in the future. The play area was inspected by ROSPA in the spring and no problems were reported. This play area is well used with families coming from outside the parish to make use of it.

Unfortunately, a chestnut tree has had to be felled as it was showing signs of disease and had become unsafe.

### **7.2 OPCC Councillor Advocate Scheme**

CLlr Gynn provided the OPCCs press release: [Former Chief Constable; financial settlement ends costly uncertainty](#)

There has been no further update from the police with regards to the recent assault in Liftondown.

## 8. Finance

### 8.1 For payment:

|   |          |
|---|----------|
| Clerk's salary for September  | £ 782.62 |
| HMRC: National Insurance Contribution                                   | £ 52.42  |
| Lloyds Bank charges (to be taken by DD on or after 19th September 2025) | £ 4.25   |

*To formally note invoices paid under Scheme of Delegation or since last meeting:*

|   |          |
|---|----------|
| Clerk's salary for August (including backdated pay from local/national pay rises) | £ 874.95 |
| HMRC: National Insurance Contribution (06 Aug-05 Sept)                            | £ 64.79  |

|   |            |
|---|------------|
| Martin Ashley & Son Gardening Services: Grass cutting April-June 2025<br>(inc. £442.10 VAT) | £ 2,652.60 |
| Parish Online: Annual subscription paid to GeoXsphere Ltd. (inc. £9.00 VAT)                 | £ 54.00    |
| Lloyds Bank charges (to be taken by DD on or after 19th August 2025)                        | £ 4.25     |
| PKF Littlejohn LLP: External Audit fee 2024-25 (inc. £63.00 VAT)                            | £ 378.00   |
| The Arundell: Tamar Room hire for LPC meeting 24.07.25 (inc. £6.67 VAT)                     | £ 40.00    |

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

[Total above payments for August and September: £4,907.88]

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

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

### 8.2 Receipts:

|                                  |          |
|----------------------------------|----------|
| Interest in July                 | £ 4.23   |
| Exclusive right of burial fee    | £ 300.00 |
| D. Gynn Stonemason: Memorial fee | £ 75.00  |
| Spry & Son: Burial fee           | £ 100.00 |

|                    |        |
|--------------------|--------|
| Interest in August | £ 5.55 |
|--------------------|--------|

### 8.3 Outstanding invoices: None

## General matters relating to Finance:

### 8.4 External Auditor Report & Certificate 2024/25 (Section 3 of AGAR) and Notice of conclusion of audit

The Clerk reported that the external audit for 2024/25 was complete and that Section 3 – External Auditor Report and Certificate 2024/25 had been received and published on the Parish Council website along with the Notice of conclusion of audit (which was also posted up on the main village noticeboard).

Councillors formally noted the External auditor's limited assurance opinion 2024/25:

'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper

Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:  
None.'

#### **8.5 Appointment of Internal Auditor 2025-26**

Councillors were asked to consider appointing P. Clapham BA (Hons) PSLCC for the 2025-26 Lifton Parish Council internal audit; this was the same person who had conducted the PC's last two internal audits.

**Motion: Councillors resolved to appoint P. Clapham BA (Hons) PSLCC for the 2025-26 LPC internal audit providing the fee being charged was reasonable. The Clerk was asked to liaise with the IA on this matter. Proposed; Seconded; All agreed.**

#### **8.6 Application for grant funding - 1st Lifton Scout Group**

Councillors discussed the application for grant funding towards a new Scout store at Roadford Lake, which had been submitted to the PC by the 1<sup>st</sup> Lifton Scout Group.

Councillors agreed to defer their decision to October's PC meeting where they would receive an update on the PC's remaining budget for 2025-26. All agreed.

### **9. Planning**

#### **9.1 Applications:**

*To formally note applications and Councillors' comments dealt with under Scheme of Delegation:*

2216/25/PIP – Proposal: Application for permission in principle for a single dwelling. Site Address: Land adjacent Higher Cawdron, Liftondown

Councillors support this 'permission in principle' application as the proposed site for development is adjacent to existing housing in Liftondown and not out on its own.

**PC decision: support (8); not support (0); abstain (0).**

0854/25/FUL - Proposal: Erection of agricultural building for storage of feed, machinery & livestock. Site Address: Midway, Liftondown PL16 ODB

Councillors support this application as the proposed agricultural building appears not to be for an intensive farming enterprise, the site is set away from nearby residential buildings and material planning considerations appear to be satisfied.

Councillors noted however that, in addition to feed and machinery, as the shed is intended for livestock, they request that officers give careful consideration to its location in relation to the built environment of Liftondown.

**PC decision: support (7); not support (0); abstain (0).**

*Applications to be discussed at September's meeting:*

2663/25/FUL - Proposal: Erection of an agricultural livestock / silage store building. Site Address: Wooladon Farm, Liftondown PL16 0DD. [Click here to view application](#)

Councillors support this planning application.

**Proposed and seconded. PC decision: support (4); not support (0); abstain (0). All in favour.**

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

### **9.2 Approvals:**

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

0950/25/ARC - 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. Applicant Name: South West Water. Site Address: Land At Sx 373 834, Lifton. **Decision:** Discharge of Condition Approved

2216/25/PIP – Description: Application for permission in principle for a single dwelling. Site Address: Land adjacent Higher Cawdron, Liftondown. **Decision:** Approval

2270/25/ARC - Description: Application for approval of details reserved by condition 5 (Solar Panels) of planning consent 1526/25/FUL. Applicant Name: The Trustees. Site Address: Methodist Church, Liftondown, PL16 0DA. **Decision:** Discharge of Condition Approved

### **9.3 Refusals:** None

#### General matters relating to Planning:

9.4 Appeal Notification 0750/25/VAR Land At Sx 376 850 Lifton. [Click here to view application](#)

*To be confirmed:*

Councillors noted the appeal and agreed that no amendments should be made to their original comments on this application (please see PC meeting minutes dated 27th March 2025 for those comments).

*9.5 There is no statutory consultation requirement on the applications below the information is being sent for information only:*

2270/25/ARC - Description: Application for approval of details reserved by condition 5 (Solar Panels) of planning consent 1526/25/FUL. Applicant Name: The Trustees. Site Address: Methodist Church, Liftondown, PL16 0DA

### **10. Correspondence:**

North Dartmoor Health Initiative: Okehampton Hospital

Consultation - West Devon Draft Statement of Licensing Policy – Have your say [\(Click here to view consultation\)](#)

**11. Councillors' items for future agenda:** VAS Funding, Donation to Scouts, Village Christmas Decorations.

Meeting closed at 20:22.

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

**Next Meeting:** 7.00pm - Thursday, 23<sup>rd</sup> October 2025 (Venue to be confirmed)