Lifton Parish Council

Minutes of the Parish Council meeting held in the Tamar Room (The Arundell), Lifton on 22nd January 2026

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 and Cllr Measey

1. **Apologies:** 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 18th December 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: None

Borough Cllr. Update: West Devon Borough Council weekly updates continue to be circulated to Councillors and published on the PC's website (under 'Latest News & Events').

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.

Lifton Community Speed Watch Group: Councillors received the latest speed data reports from Cllr S Dunn prior to the meeting. Speed watch sessions continue to be hampered by the bad weather.

6.2 DCC Grass Cutting Agreements 2026/27 (Urban & West Devon Drive)

Councillors resolved that the 2026/27 DCC grass cutting agreements for both Urban and West Devon Drive locations should be signed by the Clerk and returned to DCC. The allocation of these funds was most needed and welcomed.

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

Action: The Clerk to return the signed agreements to DCC and to share the budgets/schedules with the local contractors.

6.3 Defibrillator Update

Cllrs K Dunn undertook the defib checks at the Community Centre in January and reported that it was still in good working order. Cllr K Dunn agreed to carry on the defib checks during February.

7. Reports:

7.1 OPCC Councillor Advocate Scheme

Cllr Gynn provided a report to Councillors at the meeting (please see report attached at end of these minutes).

8. Finance

8.1 For payment:

Clerk's salary & WFH allowance	£	782.62
Employee pension for January (£7.39 employers' contribution + £9.86 employees' contribution deducted from monthly salary)	£	17.25
HMRC: National Insurance Contribution	£	52.42
Lloyds Bank charges (to be taken by DD on or after 18th January 2026)	£	4.25
The Arundell: Tamar Room hire for LPC meeting 22.01.26 (inc. £6.67 VAT)	£	40.00

Proposed (DM) and Seconded (SD); all in favour that the above payments be made online.
[Total above payments to be made £896.54]
Action: Clerk to set up all payments online for further Councillor authorisation.

The above invoices for payment and the bank statements dated 31st December 2025 were seen and signed by two Councillors.

8.2 Receipts:

Interest in December	£ 4.19
*Interest in November	£ 4.62

(*not 'Interest in October' as reported at PC meeting on 18th December 2025)

8.3 Outstanding invoices: None

General matters relating to Finance:

8.4 Bank reconciliation

The Clerk shared the bank reconciliation with Councillors prior to the meeting; it was also published on the PC's website. No issues were found; the bank statements and cashbook tally with each other. Councillors formally noted the bank reconciliation and it was signed by two Councillors

8.5 Donation request: Citizens Advice TNMWD

Councillors discussed the donation request received from Citizens Advice Torridge, North, Mid & West Devon. In 2024/25 they worked with 14 residents of Lifton with 70 problems. Generating £11511 in additional household income as a result.
Councillors resolved to make a donation of £ 100.00 to Citizens Advice TNMWD.
Proposed (CE); Seconded (CG); All in favour. A vote was taken by a show of hands.
Action: The Clerk to make an online donation payment to Citizens Advice TNMWD for £ 100.00.

8.6 External Audit: Annual Governance Statement Assertion 10

The Clerk informed Councillors the Smaller Authorities' Proper Practices Panel (SAPPP), formally the Joint Panel on Accountability and Governance (JPAG), is responsible for issuing proper practices about the governance and accounts of smaller authorities.
The Practitioners' Guide ('the guide') is issued by SAPPP to support the preparation by smaller authorities in England of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return (external audit).

Councillors were informed that the Practitioners' Guide had been updated for the 2025-26 external audit process and now contained 'Assertion 10 - Digital and data compliance' (Assertion 10 added to clarify data compliance, previously covered under Assertion 3).

Councillors received a document containing Assertion 10 prior to the meeting. The Clerk highlighted this particular update and reminded Councillors to continue to adhere to GDPR and Data Protection legislation along with the parish council's relevant policies (IT Policy, Data Retention & Disposal Policy etc.). The Clerk is in liaison with Vision ICT (the PC's website provider) to ensure the parish council's website continues to meet legal requirements.

9. Planning

9.1 *Applications*:

3323/25/FUL - Proposal: Formation of an alternative infiltration pond to serve the surface water drainage requirements of the proposed new access road approved under 3198/22/ARM & the development approved under 1408/20/OPA. Site Address: Land At SX 375 853 Strawberry Fields, Lifton. Click here to view application

Councillors thought this was a straight forward proposal for the formation of an alternative infiltration pond to serve the surface water drainage requirements of the proposed new access road approved under previous planning applications. Councillors therefore agreed to support this application.
Proposed and seconded. PC decision: support (6); not support (0); abstain (0). All in favour. A vote was taken by a show of hands.

3755/25/FUL – Proposal: Erection of a two-bay extension to commenced agricultural livestock/silage storage building approved under 2663/25/FUL . Site Address: Wooladon Farm, Liftondown PL16 0DD
Click here to view application

Councillors discussed this application and could not find any material objections to the proposed extension. Councillors voted in support of this application.
Proposed and seconded. PC decision: support (6); not support (0); abstain (0). All in favour. A vote was taken by a show of hands.

9.2 *Approvals:*

3110/25/FUL - Description: Change of use of The Shed to a bakery & hot food takeaway. Site Address: The Shed, Unit 1A Tinhay Mill Industrial Estate, Tinhay PL16 0AH. **Decision:** Conditional Approval
Click here to view the application

9.3 *Refusals*: None

General matters relating to Planning:
There is no statutory consultation requirement on the applications below. The information is being sent for information only

9.4 3672/25/COM - 28 (one month) Communication PD Application. Description: Notice of intent to install electronic communication apparatus comprising 1 x New 10M Light Wooden Pole, 3 x New 9M Light Wooden Pole, 1 x New 9M Medium Wooden Pole, 1 x New 8M Medium Wooden Pole.

Applicant Name: British Telecommunications plc (BT). Site Address: Road from Smallacombe to Carley, Road to Higher Cookworthy, Road Past Lifton Park, Road from Stone Cross to Westend Cottages. Click here to view the application

10. Correspondence:
Devon and Somerset Fire and Rescue Service: Community Risk Management Plan engagement survey
Added at the meeting: Resignation of Councillor Glen

11. Councillors' items for future agenda: Solar panel quote and Councillor vacancies

Meeting closed at 19:55.

SIGNED…… Date……..

Next Meeting: 7.00pm, Thursday, 26th February 2025 (Venue to be confirmed)

Agenda item 7.1 OPCC Councillor Advocate Scheme Report:

Messages from the Commissioner, January 2026

The commissioner's concerns about funding:

Over recent years, Devon and Cornwall has strongly supported the government's drive to increase police officer numbers. As a result, officer numbers now stand at a record 3,610. However, the PCC says the new provisional settlement appears to effectively penalise the force for this success by removing base funding for those officers.

Local council taxpayers already fund 43 per cent of the total cost of policing in the area - a far higher proportion than many other parts of the country. The PCC has called on the Home Office to urgently to review the funding formula to address the ongoing inequity before policing services are further compromised.

Commissioner Hernandez said: "Policing is meant to be a universal service, yet once again our residents are being asked to shoulder an unfair share of the burden. Many families are already under immense financial pressure, and I do not believe it is fair for the only option to be to ask people to pay even more. She said, "I have always committed to our local taxpayers that if they pay more they get more. My concern is that, for the first time, I'm going to have to ask people to pay more to get the same or less."

OPCC to serve as Independent.

The Commissioner has that said she wants to reassure police officers, staff, volunteers and members of the public the priorities set out in the Police and Crime Plan remain the same.

Cllr C. Gynn Lifton P.C. 15 Jan 2026