

Lifton Parish Council

Minutes of the Parish Council meeting held in the Tamar Room (The Arundell), Lifton
on 19th March 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, Cllr Lees, Cllr Measey and Cllr Sutton-Woodhouse

1. Apologies: None

2. Minutes: The minutes of the Meeting of Lifton Parish Council held on 26th February 2026 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: An update was provided regarding oil heating payments. Central government has allocated funds to Devon County Council, who in turn, will transfer funds to West Devon Borough Council. WDBC will distribute the payments through their crisis and resilience fund to reach local low-income households. WDBC are working to identify those in need using existing records and benefits data. The payment will be distributed in a timely fashion directly to the recipients, there will not be an application process.

The Planning Inspectorate appeals hearing took place yesterday regarding two sites in Liftondown. The Planning Inspector informed all in attendance that both appeals would be heard over one day, not over two days as originally planned. The hearing was attended by officers of the West Devon Planning Team, Ward Member and Vice-Chairman of Lifton Parish Council. The outcomes of both appeals will be shared in due course.

6.1 Councillor Co-option

Lifton Parish Council have been advertising to fill two Councillor vacancies. Unfortunately, due to the parish council's email accounts not functioning (due to an IT fault with the provider, Vision ICT); the Clerk was unable to provide an update on any applications for Councillor co-option at this time.

Councillors agreed to keep the advert running until April and defer the co-option item to the next PC meeting. All agreed.

Following Cllr Sutton-Woodhouse's recent resignation, the council would have a third vacancy to fill. The Clerk will notify the Elections Officer at WDBC so that an elections notice advertising this latest vacancy can be publicised.

Councillors took the opportunity to thank Cllr Sutton-Woodhouse for his many years of valued service on the parish council and his commitment to improving facilities in the village, particularly at the recreation ground, for all Lifton residents and visitors to the parish.

6.2 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 had been received:

W261969244 - Thank you for the following report: Problem : Pothole, Public Information Portal Pothole (Single or multiple). Location: Road from Tinhay Mill Cottage to Station Cottages, Tinhay

Date Reported: 15-March-2026. What happens next? The details have been sent to our team so that an assessment can be carried out. We anticipate that this assessment will be completed by 18/03/2026. Highways have since confirmed that this pothole does not meet their criteria for repair.

Other issues raised at the meeting:

The Clerk provided an update regarding the recent request for wig-wag signs to be installed along North Road by the primary school. DCC Highways are due to carry out an assessment later this month. An update will be provided at the next PC meeting.

To-date, no further response has been received from DCC Highways regarding Lifton PC's request for crossings on Fore Street.

The Parish Chairman reported that the batteries in the vehicle activated speed sign (VAS) in Liftondown had been changed twice recently. Cllr Edmonds will keep an eye on it, to ensure it remains fully functional and not in need of repair.

Grass cutting contracts 2026-27: Councillors were asked whether they wanted to renew both of the grass cutting contracts for the cutting of the West Devon Drive (by MJ MW Bickle & Son) and for the cutting of the other parish council-owned areas in the village (by M Ashley & Son Gardening Services).

Councillors resolved to renew both contracts with effect from 1st April 2026 to 31st March 2027.

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

Action: The Clerk to issue contracts to MJ MW Bickle & Son (for West Devon Drive) and M Ashley & Son Gardening Services (for urban areas, QEII & burial ground).

Lifton Community Speed Watch Group: Councillors were informed that two speed watch sessions had been carried out recently and that only a handful of speeding vehicles had been recorded. Councillors noted that there had been a substantial decline in the number of speeding vehicles through the parish and that the new speed signs were having a positive impact.

6.3 LPC Risk Management Policy – review/adopt

Councillors noted the amendments to the Risk Management Policy including the replacement of JPAG by The Smaller Authorities Proper Practices Panel (SAPPP) and the appointment of PKF Littlejohn LLP as the external auditor for 2025-26.

Councillors resolved to adopt the revised LPC Risk Management Policy and to review it again in March next year. Proposed (MA); Seconded (TSW); All in favour. A vote was taken by a show of hands.

6.4 Defibrillator Update

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

7. Reports:

7.1 OPCC Councillor Advocate Scheme

Cllr Gynn provided an update to Councillors regarding a recent bout of thefts from properties in and around Lifton. Although not confirmed yet by Devon & Cornwall Police, the suspects and their van had been detained. Residents are asked to remain vigilant and report any concerns directly to the police.

A representative from Devon & Cornwall Police would be invited to attend either the Annual Parish Assembly or next PC meeting on 23rd April 2026.

8. Finance

8.1 For payment:

Clerk's salary & WFH allowance	£ 782.62
Employee pension for April (£7.39 employers' contribution + £9.86 employees' contribution deducted from monthly salary)	£ 17.25
HMRC: National Insurance Contribution	£ 52.42
DALC: Clerk online training 'Year-end & Audit' (inc. £7.00 VAT)	£ 42.00
Lloyds Bank charges (to be taken by DD on or after 17th March 2026)	£ 4.25
The Arundell: Tamar Room hire for LPC meeting 19.03.26 (inc. £6.67 VAT)	£ 40.00
Martin Ashley & Sons Gardening Services: Burial ground work (<i>invoice not required as work covered in 2025-26 grass cutting contract</i>)	

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

[Total above payments to be made £938.54]

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

The above invoices for payment and the bank statements dated 27th February 2026 were seen and signed by two Councillors.

8.2 Receipts:

Interest in February	£ 3.98
Morris Brothers Funeral Services – burial fee	£ 350.00

8.3 Outstanding invoices: None

General matters relating to Finance:

8.4 Donation to 1st Lifton Scout Group

Councillors considered making a donation to the 1st Lifton Scout Group in support of a recent litter pick undertaken in the village by the group and in support of local children who are beavers, cubs or scouts.

Councillors resolved to make a donation of £50.00 from the PC's 2025-26 budget.

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

9. Planning

9.1 Applications:

3295/25/FUL - Proposal: Application for agricultural track / service road (retrospective). Site Address: Land At Sx 364 861 Launceston. [Click here to view application](#)

Councillors looked at the original plan for the track/service road in comparison to the new/retrospective plan which detailed the revised layout. Councillors expressed concerns that the original installation of the track/service road, allowed under permitted development, had not been adhered to; that work had since been undertaken to install the agricultural track/service road in an area not previously approved. For this reason, Councillors voted to not support this application.

Proposed and seconded. PC decision: support (0); not support (6); abstain (2). All in favour. A vote was taken by a show of hands.

0511/26/PDM Description: Prior Approval for the change of use of an agricultural building to 4 dwelling houses (C3) and associated operational development (Class Q (a+b)). Site Address: Barn At Sx 400 842 Ridgecombe Farm, Lifton. [Click here to view application](#)

Although Councillors noted that it would be out of character to have a small residential development amongst commercial premises, they would not provide comment on this application. All agreed.

0542/26/PAD - Proposal: Application to determine if prior approval is required for a proposed demolition of building, to remove sections of Barn 2, which are designed for intensive dairy farming which are no longer required. The works will rationalise the existing farmyard layout and improve site safety. Location: Ridgecombe Farm Lifton PL16 0HD. [Click here to view application](#)

Councillors agreed to not provide a comment on this application as there were no material aspects to consider under a PAD application. All agreed.

0545/26/FUL - Proposal: Installation of new roller shutter doors, metal personnel doors and replacement cladding to Barns 1 and 3 in association with and to facilitate the proposed flexible commercial use subject to separate Prior Approval application Ref: 0241/26/PAU. Site Address: Ridgecombe Farm, Lifton PL16 0HD [Click here to view application](#)

Councillors noted that the proposed doors and cladding are often used for commercial premises; as such they could find no material reasons to not support this application.

Proposed and seconded. PC decision: support (8); not support (0); abstain (0). All in favour. A vote was taken by a show of hands.

9.2 Approvals:

3755/25/FUL - Description: Erection of a two-bay extension to commenced agricultural livestock/silage storage building approved under 2663/25/FUL. Site Address: Wooladon Farm Liftdown PL16 0DD. **Decision:** Conditional Approval. [Click here to view application](#)

9.3 Refusals: None

General matters relating to Planning:

9.4 None

10. Correspondence: [Local Government Reorganisation Consultation - 2 weeks to have a say](#)

11. Councillors' items for future agenda: Councillor vacancies/co-option

Meeting closed at 20:00.

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

**Next Meeting: Approximately 7.15pm start as follows the Annual Parish Assembly,
Thursday, 23rd April 2026 (Tamar Room, The Arundell)**