

# Lifton Parish Council

## Minutes of the Parish Council meeting held in the Tamar Room (The Arundell), Lifton on 14<sup>th</sup> December 2023

*These minutes are provisional until they are agreed and signed by the Chairman at the next meeting of the parish council*

**Present:** Cllr C Edmonds (Chairman), Cllr Glen, Cllr Gynn, Cllr Measey and Cllr Sutton-Woodhouse

**1. Apologies:** Cllr Dunn and Cllr Lees

**2. Minutes:** The minutes of the meeting on 23<sup>rd</sup> November 2023 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:** Lifton Speedwatch Group – A speedwatch volunteer provided an update on their attendance at the annual speedwatch conference held in Exeter. Two volunteers attended from Lifton. The conference included presentations on aggression/confrontation, personal recording devices and communication. The conference also covered the change in recording the details of speeding motorcyclists; that if volunteers want to visit other parish speedwatch groups, they have to physically register with that group first; and that not all speeders who are caught by the group receive a warning letter from the police, they may also not face prosecution if they are caught speeding by the group 3 times. The police put this down to a lack of resources their end.

The need for more volunteers for speedwatch groups is on-going. The Lifton speedwatch group have noticed a decrease in speeding in Lifton and feel that their efforts are a good deterrent.

Councillors thanked the speedwatch volunteers for all their work.

Police Sergeant Ottley, Neighbourhood Team Leader, Devon & Cornwall Police was not able to attend the meeting.

### **5. Public Participation/Borough Cllr. Update:**

**Public Participation:** A resident raised the issue about the culvert on Leat Road. This was overflowing causing the surface to become icy in cold weather. The resident has reported this to Devon County Council directly. Councillors agreed to place a bag of salt in this area and the Clerk will follow up the report with DCC Highways.

**Borough Cllr. Update:** None

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

#### **6.1 Highways Update**

The Clerk provided the following details to Councillors that had been reported to or from Devon Highways since the last meeting as follows:

Temporary Traffic Notice - Road past Harts Farm, Lifton (TTRO2354615) - \*\*\*Please note this replaces TTRO2353895\*\*\*: From Monday 18 December 2023 (For a maximum of 5 days) until Friday 22 December 2023 (Both dates inclusive) - no person shall cause or permit any vehicle to proceed on the sections of Affected Roads. Roads affected – Road past Harts Farm, Lifton.

The alternative, signed, route for vehicles will be via - Road Past Harts Farm, Road from Disused Quarry to Kelly Cross, Road from Leat Farm to Gatherley Farm, Road Past Harts Farm.

This temporary restriction is considered necessary to enable - 900m New Water Pipe Installation. Kier On Behalf of South West Water.

Temporary Traffic Notice - Road past Elmfield, Lifton (TTRO2454613) - \*\*\* Please note this replaces TTRO2353840\*\*\*: From Monday 8 January 2024 (For A Maximum Of 5 Days) until Friday 12 January 2024 (Both dates inclusive) - no person shall cause or permit any vehicle to proceed on the sections of affected roads. Roads affected - Road past Elmfield, Lifton, Near the Junction Road from Disused Quarry to Kelly Cross.

The alternative, signed, route for vehicles will be via - Road from Disused Quarry to Kelly Cross, Road Past Elmfield, Road from Disused Quarry to Kelly Cross.

This temporary restriction is considered necessary to enable - 900mm New Water Mains Pipe Install. Kier on Behalf of South West Water.

W231687993 - Flooding & Blocked Drains, Flooding. Location: Leat Road, Lifton.

Thank you for contacting us about this issue, which was originally reported on 09-December-2023. The record was completed on the 12-December-2023. The following information is now available; Thank you for your report. This issue has been reported on multiple occasions, but the situation remains the same. Devon County Council is not responsible for drainage on private land. It is the responsibility of the landowner to maintain the flow of water through drainage systems on their land.

W231685730 - Pothole, Pothole (Single or multiple). Location: North Road, Lifton.

Further to your communication received on 04-December-2023 the record was assessed on the 07/12/2023 14:01:00. The following information is now available; Further to receiving your report on 04 Dec 2023, we are writing to let you know that it has been reviewed and has been passed to our contractor for either further investigation or to be repaired. We expect this to be completed by 04 Jan 2024. Once completed, we will provide you with a further update to let you know what action has been taken.

W231682552 - Pothole, Pothole (Single or multiple). Location: Road from Leat Farm to Gatherley Farm, Lifton. Thank you for contacting us about this issue, which was originally reported on 23-November-2023. The record was completed on the 07-December-2023. The following information is now available; The problem has been repaired.

ENQ231679438 - Highway Comments, Enquiry. Location: North Road, Lifton.

Further to your communication received on 15-November-2023 the record was assessed on the 27/11/2023 12:03:00.

The following information is now available; Further to receiving your report on 15 Nov 2023, we are writing to let you know that it has been reviewed and has been passed to our contractor for either further investigation or to be repaired. We expect this to be completed by 25 Dec 2023.

Once completed, we will provide you with a further update to let you know what action has been taken.

Leat Road below Rose Cottage – The Clerk to report the blocked drain and monitor the response from DCC Highways.

Lifton Road Safety Plan Consultation/Survey – 131 responses had been received so far. The closing date for completed questionnaires is Friday, 15<sup>th</sup> December 2023. The Chairman and Vice-Chairman will analyse the results and share this with Councillors before the next meeting.

## **6.2 Parish Salt/Grit Bins**

Councillors discussed whether to purchase additional salt/grit bins and decided that additional salt bags will be placed at suitable locations in Lifton this Winter. Residents will then have access to use the salt during frosty or icy conditions on the public pavements/roads, not on private property. The Parish Chairman will speak to the primary school with regards to providing some salt bags for the New Road entrance/pathway, to be spread by the school caretaker.

Councillors agreed that additional salt bags will be placed in Liftondown (by the bus shelter) and that a supply of salt would be to-hand in Tinhay. Councillors also agreed to re-visit whether there was a need to purchase additional salt bins next year. **Proposed and seconded. All agreed.**

**Action: The Parish Chairman to speak to the primary school; to place salt bags in Liftondown; and ensure that the salt supply in Tinhay is available if required.**

## **6.3 Community Centre Update**

The Community Centre Committee had not explored the idea of asking anyone from the South West Ambulance Service to undertake local defib training; they agreed to look into it.

The car park issue appears to have been resolved now that new signs have been put in place.

At a recent committee meeting at the community centre, the subject of a volunteer to help undertake checks on the defibrillator was raised. Unfortunately, no one was keen to take on this responsibility, however a kind offer was made by a local resident to be placed on the PC's rota.

The Vice-Chairman will arrange a date to help show the resident the defib checks procedure in January.

## **6.4 Defibrillator Update**

Cllr Measey undertook the defib checks during December and agreed to continue to do so.

**Action: Cllr Measey agreed to undertake the defib checks during December and January.**

## **7. Reports:**

### **7.1 QEII Recreation Ground –**

The field committee held a meeting on Monday, 27<sup>th</sup> November 2023. The committee agreed to accept quotes for both frost protection work to be carried out at the pavilion and for work to complete the children's play area project.

The football club is now fielding two teams resulting in a minimum of thirty games this season. It was decided that the rent should be raised to reflect this and the Treasurer has undertaken a review.

It was also agreed that the football club should be reminded of their responsibility regarding the defib and that it was not the responsibility of either the field committee or the parish council.

There have been no reports of dog fouling.

Due in part to rising costs and in part to the lack of new members joining the field committee, it was decided to approach the parish council in the near future to review the current management structure of the QEII.

The Chairman reported that the two recent s106 grant applications to WDBC had been successful. Funds would be made available to undertake the frost protection work at the QEII pavilion and for further improvements to take place at the QEII play area (removal of monkey bars and rubber chippings and the laying of new turf).

## **8. Finance**

### **8.1 For payment**

Clerk's salary for December	£ 700.70
Clerk's expenses: x2 Packs A4 Printer paper (400 sheets each)	£ 10.00
Councillor CE expenses: Purchase of black dustbin for PC burial ground & Purchase of postage stamps for Lifton Road Safety Plan Consultation/Questionnaire	£ 25.95 £ 9.75
The Arundell – Tamar Room for Lifton PC meeting on 14th December 2023 (inc. £6.67 VAT)	£ 40.00
The Community Newslink (Lewdown Residents Association): Printing of Lifton Road Safety Plan Consultation/Questionnaires (survey)	£ 100.00
Donations made:	
Royal British Legion 2023 Poppy Appeal	£ 50.00

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

[Total payments for December: £ 936.40]

**Action: Clerk to make all payments online.**

### **8.2 Receipts/Payment received:**

Interest – November	£ 9.51
West Devon BC: s.106 contribution for repairs to decking and installation of rubber matting at the QEII Recreation Ground	£ 1231.20
Burial Ground: x2 Burial plots - Exclusive Rights of Burial	£ 800.00

### **8.3 Outstanding invoices: None**

The December invoices for payment and the bank statements issued on 1<sup>st</sup> December 2023 were seen and signed by two Councillors.

General matters relating to Finance:

### **8.4 Interim Internal Audit Report 2023-24**

The Clerk reported that the Internal Auditor has received all of the documents and files to undertake the interim audit. The Interim Internal Audit Report 2023-24 will be provided at the January meeting.

**8.5 Budget Setting 2024-25**

Councillors received the draft budget prior to the meeting. The rise in costs for insurance, subscriptions and the majority of the services provided by the Parish Council were discussed. Councillors also noted that PC reserves have been used and have lessened over the last few years. The grass cutting contracts were also discussed including the monies provided by DCC for the grass cutting of the West Devon Drive and urban areas of Lifton.

**Motion: To set the budget for 2024-25 at £24,175 (including the use of £334.00 from earmarked reserves). Proposed (DM); Seconded (CG); All in favour.**

**8.6 Precept Setting 2024-25**

The precept calculator had not yet been received from West Devon Borough Council. Councillors discussed the precept figure for 2024-25 and agreed to increase the precept to ensure a balanced budget, healthy reserves and to cover rising costs in the next financial year.

**Motion: To set the precept for 2024-25 at £16,652. Proposed (DM); Seconded (VG); All in favour.**

**Action: The Clerk to submit the precept to WDBC.**

**9. Planning**

**9.1 Applications:** None

**9.2 Approvals:** None

**9.3 Refusals:** None

General matters relating to Planning:

**9.4** None

**10. Correspondence:**

Letter from Sir Geoffrey Cox MP  
'20's plenty' signs  
Tamar Valley Invasives Survey

**11. Councillors' items for future agenda:** None

**Next Meeting:** 7.00pm, Thursday, 25<sup>th</sup> January 2024 (Venue to be confirmed)

Meeting closed at 20:23.

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