

# Lifton Parish Council

Minutes of the Parish Council meeting held in the Tamar Room (The Arundell), Lifton  
on 23<sup>rd</sup> April 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 Barriball (from item 6.1), Cllr K Dunn, Cllr S Dunn, Cllr Gynn, and Cllr Measey

**1. Apologies:** Cllr Lees

**2. Minutes:** The minutes of the Meeting of Lifton Parish Council held on 19<sup>th</sup> March 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:** A local resident wanted to express their concerns regarding the planning application at Ridgecombe Farm (agenda item 9.1) and the on-going development at the site. Although the applicant had listened to previous concerns raised by the resident, and had revised a previous planning application, further applications are being submitted piecemeal. Although the resident had no objections in principle, the various uses being considered at the site raised fresh concerns regarding the management of considerable increased traffic. They felt there seemed to be a light touch approach to the various applications, that lacked detail, and wanted to raise these concerns with the parish council.

Councillors addressed the concerns raised under agenda item 9.1.

**Borough Cllr. Update:** Council tax bills for 2026-27 have been sent to residents. A breakdown of the parish council increase was provided and showed that, for example, for a Band E property, the PC precept figure for 2026-27 totalled £56.48, an increase of £1.07 per week. The parish council precept equated to 1.75% of the whole bill.

The precept for other services were approximately: Devon County Council: 72%; West Devon Borough Council: 11%; 4% to the fire service; and 12% to the Police & Crime Commissioner.

There continues to be a big push at WDBC to get the heating oil funds (provided by the Government) distributed to those most in need, locally. Councillors were asked to direct anyone in need to [WDBC's website](#) or to Cllr Edmonds.

## 6.1 Councillor Co-option

Lifton Parish Council have been advertising to fill two Councillor vacancies via co-option; one application from Mrs Leanne Barriball has been received.

Mrs Barriball was welcomed to the meeting and provided brief background and reasons for their application. The Clerk confirmed that the candidate was not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80.

Mrs Barriball was duly co-opted onto Lifton Parish Council in accordance with the Local Government Act 1972, s.89. Their 'Declaration of Acceptance of Office' was signed and witnessed at the meeting; this allowed them to participate in the meeting as a co-opted Councillor.

**Motion: To resolve to co-opt Mrs Leanne Barriball onto Lifton Parish Council: Proposed (DM); seconded (CG); All in favour. A vote was taken by a show of hands.**

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**Action: The Clerk to ask Vision ICT to set up a parish council email account for Cllr Barriball and to provide all relevant new Councillor paperwork, policy documents etc.**

## **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:

W261982537 - Thank you for the following report: Problem : Pothole, Public Information Portal Pothole (Single or multiple). Location: Road from Leat Farm to Gatherley Farm, Lifton. Date Reported: 18-April-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 25/04/2026.

Follow-on report to W2619761654: ENQ261982921 - Highway Comments, Enquiry. Location: Park Road, Lifton. Thank you for taking the time to submit this report. What action has been taken? Thank you for taking the time to make this report. These works were not completed last year due to lack of resources, they're due to be completed as and when resources allow.

W261983572 - Thank you for the following report: Problem : Pothole, Public Information Portal Pothole (Single or multiple). Location: Road from Leat Farm to Gatherley Farm, Lifton. Date Reported: 21-April-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 28/04/2026.

### **Other issues raised at the meeting:**

The Parish Chairman reported that DCC Highways were to investigate the pathway that has deteriorated outside The Arundell. Although other issues (potholes etc.) had been reported to Highways such as the slip road by the Methodist Chapel, the road by Ambrosia and the road by the old police house, Highways have no immediate plans for repairs and will continue to assess the village roads every 6 months. The Parish Chairman will report the line of potholes in Tinhay.

The Parish Chairman reported that the solar panel kit had been delivered for the second vehicle activated speed sign (VAS) located in Tinhay; this sign will shortly be moved up to the village green. The VAS located in Liftondown is being sent back to the supplier to fix a fault following an on-site diagnostic test recently carried out.

Councillors discussed the request for daffodil planting in the village which had come in from Lifton Busy Bees Group. Councillors were informed that permission needed to be sought from DCC Highways before any planting took place. Councillors agreed that the Busy Bees Group would need to put together a detailed plan, showing exactly what they wanted to plant (including dimensions/photos of any planters) and the exact location of the proposed planting. Councillors agreed to support this idea in principle but said that the group need to confirm the finer details. All agreed.

**Lifton Community Speed Watch Group:** Councillors were informed that speed watch sessions had been carried out recently.

### **6.3 Lifton PC – Data map**

Councillors were informed that there is a requirement for parish councils to have a data map in relation to the 2025-26 external audit Assertion 10. This is a newly created document produced by the Clerk. Any advice given by the Internal and/or External Auditors will be actioned by the Clerk in due course.

**Councillors resolved to formally approve the data map and for it be reviewed in March next year. Proposed (MA); Seconded (SD); All in favour. A vote was taken by a show of hands.**

### **6.4 Allotments**

At the 26<sup>th</sup> June 2025 PC meeting, Councillors agreed to postpone any further discussion on allotments until further notification of their readiness had been provided. WDBC has now sent notification that the allotment site on the Oakdene development in Lifton (planning reference 2353/18/OPA) includes the provision of 7 allotment plots; each plot is to be 125m<sup>2</sup> with pedestrian access, a water supply and car parking for 2 cars and that they are likely to be complete in May 2026.

The Parish Chairman provided an update regarding the members of Lifton's Village Show (Garden Society) who had previously expressed an interest in possibly managing the allotments on behalf of the parish council. The group are due to have a meeting to discuss this matter further and to let the parish council know the outcome. This will be done prior to the May PC meeting.

Councillors agreed to defer making a decision about allotment ownership to the May PC meeting. All agreed.

### **6.5 Parish Council repair work**

The noticeboard at Liftondown has a damaged door and is at risk of falling off. The Perspex also needs replacing. The Parish Chairman asked a local builder to repair a section of rotten decking at the QEII and, in agreement with the Clerk, took the opportunity to ask them to have a look at the notice board at Liftondown and Tinhay to prevent further deterioration. The Tinhay noticeboard has suffered some rusting on one of its metal pipes.

Councillors agreed to any necessary repair works to the two noticeboards. All agreed.

### **6.6 Parish Council – IT support**

The Clerk sought approval from Councillors to ascertain quotes from other IT providers for the PCs website and email, given the recent issues experienced with the current IT provider whose contract was up for renewal in June 2026. The current provider had been appointed more than 5 years ago and were no longer based in Exeter.

Councillors resolved for the Clerk to ascertain quotes from alternative IT providers and asked for an update at the next PC meeting.

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

**Action: As detailed above.**

### **6.7 WI Village Litter Pick**

Lifton WI undertook the annual village litter pick on Saturday, 28<sup>th</sup> March 2026. Councillors agreed that a letter of thanks be sent in appreciation of the WI's and others efforts in keeping Lifton looking tidy. All agreed.

## 6.8 Defibrillator Update

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

## 7. Reports:

**7.1 QEII Report** – as provided at the Annual Parish Assembly

## 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
WDBC: Emptying of bins: October to March (inc. £270.51 VAT)	£ 1,623.03
Elan City UK: VAS Solar Panel & mounting kit (inc. £86.85 VAT)	£ 521.08
DALC Membership renewal 2026-27 (inc. £66.25 VAT)	£ 507.25
2026/2027 ICCM Membership renewal (No VAT)	£ 110.00
The Arundell: Tamar Room hire for LPC meeting 23.04.26 (inc. £6.67 VAT)	£ 40.00
Lloyds Bank charges (to be taken by DD on or after 19 April 2026)	£ 4.25

Payments made since last meeting (approved budgeted items):

Lifton PC Donation to Lifton Scout Group:	£ 50.00
MJ & MW Bickle & Son: Shortfall for grass cutting of West Devon Drive (inc. £15.40 VAT)	£ 92.40

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

[Total above payments to be made £3,657.90

Total payments made since last meeting £142.40]

**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> April 2026 were seen and signed by two Councillors.

### 8.2 Receipts:

Interest	£ 3.38
Denise Wellington/G. Gubbin Funeral Services: Exclusive Rights & burial fee	£ 575.00
Co-Op Funeral Care: Exclusive Rights & interment fee (ashes)	£ 300.00
Grant of Exclusive Rights (double burial plot reservation)	£ 400.00
WDBC Sustainable Community Locality Fund Grant – VAS solar panel kit	£ 230.00

### 8.3 Outstanding invoices: None

## **General matters relating to Finance:**

### **8.4 Bank reconciliations: January to March 2026 and End of year 2025-26**

The Clerk shared the bank reconciliations with Councillors. No issues were found; the bank statements, bank reconciliations and cashbook all tally with each other.

Both reconciliations, bank statements and cashbook have been shared with the PC's Internal Auditor as part of the 2025-26 internal audit process.

Councillors formally noted the bank reconciliations; these were subsequently signed by two Councillors.

### **8.5 End of year financial summary 2025-26**

The Clerk shared the end of year financial summary with the PC. The income received in 2025-26 was £35772.86, £17984 of which was raised via the precept and via a VAT refund (from 2024-25) of £2659.64. The expenditure (payments) made for 2025-26 totalled £31309.76. This included £3000 on the QEII recreation ground; £4340 on maintenance; £1826.82 was spent on the emptying of parish council-owned bin (dog & litter). £2589.99 was spent on a new Vehicle Activated Speed Sign (of which £2400 was covered by a kind and generous anonymous donation); £200 was given in donations; and £13307.61 covered various administrative costs such as Employee salary/expenses/pension, room hire, annual membership/subscriptions (DALC, ICCM, SLCC); and insurance cover premium etc.

The end of year financial summary 2025-26 was formally noted by all Councillors and signed off by the Parish Chairman.

### **8.6 Internal Financial Control Review 2025-26**

The Clerk shared the internal control review with Councillors. There are no concerns and Councillors formally noted the internal financial control review.

### **8.7 Asset Register (revised)**

Councillors received the revised LPC Asset Register detailing new items (shown in yellow) on the spreadsheet. This also included a separate page for asset disposals from 2024 to-date.

**Councillors resolved to approve the revised Asset Register. Proposed (MA) and Seconded (CG); All in favour. A vote was taken by a show of hands.**

## **9. Planning**

### **9.1 Applications:**

0706/26/PDM Prior Approval Agricultural Building to Dwelling C3. Description: Application to determine if prior approval is required for a proposed change of use of agricultural building to 4No dwelling houses (Class C3) & for associated development (Class Q (a+c)). Site Address: Ridgcombe Farm, Lifton PL16 0HD. [Click here to view the application](#)

Councillors considered this application and the comments made by the local resident under agenda item 5 (of this meeting).

Councillors agreed that although they would not formally vote on this application, they would submit comments to the planning authority, as follows:

Councillors asked that due care and attention be taken by the planning authority in respect of the wider traffic management of the entire site, not just within this particular application, given that there

were a number of different applications proposing the redevelopment of the whole site at Ridgecombe Farm. They requested that a holistic approach be taken so that a good understanding of the whole complex could be achieved.

**PC decision: To provide comment to the planning authority in response to PA 0706/26/PDM. All in favour.**

### **9.2 Approvals:**

0542/26/PAD - Description: 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. Site Address: Ridgecombe Farm, Lifton PL16 0HD. **Decision:** Prior Approval Required and Given. [Click here to view the application](#)

0241/26/PAU - Description: Application to determine if prior approval is required for a proposed change of use of parts of four agricultural buildings to storage or distribution (class B8) and associated curtilage under Class R of the GDPO. Site Address: Ridgecombe Farm, Lifton PL16 0HD. **Decision:** Prior Approval Required and Given. [Click here to view the application](#)

0201/26/FUL - Description: Part change of use of land to residential garden; refurbishment of existing outbuilding to create office, gym and store incidental to host dwelling. Creation of new boundary walls and fencing; resurfacing of existing parking and turning area. Site Address: Riverside, Launceston PL15 9QX. **Decision:** Conditional Approval. [Click here to view the application](#)

**9.3 Refusals:** None

### **9.4 Appeals:**

1856/25/FUL - Proposal: Change use from holiday let to residential with minor changes to elevations (part retrospective). Site Address: Barn At Sx 371 866, Higher Carley Barns, Lifton. Original Decision: Refusal. Appeal Status: Decision Made. Appeal Decision: Dismissed (Refusal)

### General matters relating to Planning:

**9.4** None

### **10. Correspondence:**

Letter from The Rt. Hon. Sir Geoffrey Cox KC MP – Connectivity Forum update

Thank you – Lifton Scout Group

**11. Councillors' items for future agenda:** Mobile coverage in the village.

Meeting closed at 20:43.

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

**Next Meeting:** Annual Parish Council Meeting: 7.00pm - Thursday, 28<sup>th</sup> May 2026  
(Tamar Room, The Arundell)