

Lifton Parish Council

Councillors are hereby summoned and members of the public and press are invited to attend the Annual Meeting of Lifton Parish Council in the Tamar Room (The Arundell) on Thursday 28th May 2026 at 7.00pm

- 1. Election of Chairman** (including signing of declaration of acceptance of Chairman role)
- 2. Apologies**
- 3. Minutes** of the Meeting of Lifton Parish Council on 23rd April 2026
- 4. Dispensations and Declarations of Interest**
- 5. Visiting Speaker** – None
- 6. Election of Officers**
 - 6.1 Vice-Chairman
 - 6.2 Employment Committee
 - 6.3 Appeals Committee
 - 6.4 Recreation Field Committee
- 7. Public Participation/Borough Cllr. Update**
- 8. General items**
 - 8.1 Highways Update
 - 8.2 Annual Review of Parish Council documents:
 - 8.2.1 Annual Governance Statement (updated)
 - 8.2.2 Asset Register (updated)
 - 8.2.3 Asset Management Policy (no change)
 - 8.2.4 Communications Policy (no change)
 - 8.2.5 Complaints Policy and Procedure (no change)
 - 8.2.6 Data Protection Policy (no change)
 - 8.2.7 Financial Regulations (no change)
 - 8.2.8 Internal Control Policy (revised – bank signatories)
 - 8.2.9 Insurance policy (updated; renewal in June – see item 10.5)
 - 8.2.10 Publication Scheme (updated; hourly rate/copy charges increased)
 - 8.2.11 Risk Management Policy (no change)
 - 8.2.12 Risk Assessment (updated)
 - 8.2.13 Standing Orders (no change)
 - 8.2.14 IT Policy (no change)
 - 8.2.15 Terms of reference:
 - a) Appeals Committee
 - b) Employment Committee
 - c) QEII Committee
 - 8.2.16 Policies updated by NALC: Anti-Harassment & Bullying Policy; Disciplinary Policy; Equality & Diversity Policy; Grievance Policy; Training & Development Policy
 - 8.2.17 All other PC policies (no changes): Data Retention & Disposal Policy, Dignity at Work Policy, Employment Policy & Procedures; General Reserves Policy; Health & Safety Policy; Privacy Notices (x2); Privacy Policy; Data Breach Response Policy; Subject Access Policy

8.3 Review of PC's memberships/subscriptions

8.4 Meeting schedule 2026-27

8.5 Parish Council – IT support

8.6 Allotments

8.7 Parish Council – Liftondown Noticeboard

8.8 Defibrillator Update

9. Reports

9.1 OPCC Councillor Advocate Scheme

10. Finance

10.1 For payment:

| | | |
|---|---|-----------|
| Clerk's salary & WFH allowance | £ | |
| Clerk's expenses: x8 Second class stamps & 1 HP 301XL High Yield Black Original Ink Cartridge | £ | 53.07 |
| Employee pension for May | £ | |
| HMRC: National Insurance Contribution | £ | |
| | | |
| The Arundell: Tamar Room hire for LPC meeting on 28.05.26 (inc. £6.67 VAT) | £ | 40.00 |
| Internal Auditor fee – PC Internal Audit 2025-26 | £ | 105.70 |
| Community First: Annual PC Insurance Renewal wef 1st June 2026 | | £2,261.21 |
| Lloyds Bank charges (to be taken by DD on or after 19 May 2026) | £ | 4.25 |

10.2 Receipts:

| | | |
|--|---|-----------|
| Interest - April | £ | 3.74 |
| HMRC: Final VAT refund for 2025-26 | £ | 2,744.71 |
| WDBC: 1st half of precept 2026-27 | £ | 10,642.00 |
| David Gynn Memorials: Memorial fee | £ | 100.00 |
| Co-Op: Memorial fee (tablet in cremation area) | £ | 75.00 |

10.3 Outstanding invoices: None

General matters relating to Finance:

10.4 Audit 2025-26:

10.4.1 Internal Audit Reports 2025-26

10.4.2 To consider, approve by resolution and sign section 1 – annual governance statement 2025-26

10.4.3 To consider, approve by resolution and sign section 2 - accounting statements 2025-26

10.4.4 To consider and approve by resolution the explanation of variances 2025-26

10.4.5 To resolve to agree the Notice of Public Rights and Publication of Council's Accounts dates as 3rd June 2026 to 14th July 2026

10.5 Community First Insurance Renewal – 1st June 2026

11. Planning

11.1 Applications:

3855/24/ARM - Proposal: READVERTISEMENT (Revised plans & details) Reserved Matters Application for Layout, Scale, Appearance and Landscaping for the Construction of 68 Dwellings with Associated Public Open Space including Allotments, Landscaping and Sustainable Drainage and the Discharge of Conditions 1, 2, 4, 5, 6, 7, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 27 Pursuant To Outline Application 2536/20/OPA. Site Address: Development Site At Sx 382 850 Fore Street, Lifton. [Click here to view application](#)

11.2 Approvals:

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

3601/25/VPO - Description: Application for modification of Section 106 Agreement on 0159/22/VAR. Applicant Name: LiveWest Homes Limited. Site Address: Development Site At Sx 383 851, Fore Street, Lifton. **Decision:** Approval [Click here to view application](#)

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+c)). Site Address: Barn At Sx 400 842 Ridgcombe Farm, Lifton. **Decision:** Prior Approval Required and Given. [Click here to view the application](#)

0545/26/FUL - Description: 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: Ridgcombe Farm, Lifton PL16 0HD. **Decision:** Conditional Approval [Click here to view the application](#)

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

1053/26/ARC - Description: Application for approval of details reserved by condition 3 (Surface Water Drainage Scheme) of planning consent 0028/24/VAR. Site Address: New Barn, Launceston PL15 9QX. **Decision:** Discharge of Condition Approved. [Click here to view the application](#)

3323/25/FUL - Description: 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. **Decision:** Conditional Approval. [Click here to view the application](#)

11.3 Refusals: None

11.4 Appeals:

028742 (PINS Ref: APP/Q1153/C/25/3374608) - Proposal: Alleged unauthorised ground works, hardstanding, siting of caravans and COU of land (residential use). Site Address: Land to the West of Midway, Liftondown PL16 0DB. Appeal Decision: Dismissed (Enf. Notice Upheld with Variations to Notice)

029389 (PINS Ref: APP/Q1153/C/25/3374695) - Proposal: Alleged unauthorised change of use of land to residential. Site Address: Land at SX 367 853, Liftondown. Appeal Decision: Dismissed (Enf. Notice Upheld with Variations to Notice)

General matters relating to Planning:

11.5 *There is no statutory consultation requirement on the applications below - The Information is being sent for information only:*

1193/26/NMM Non-Material Minor Amendment - Description: Non-material Amendment application for minor design modifications for operational and health & safety improvements of water abstraction infrastructure. Applicant Name: South West Water. Site Address: Land At Sx 373 834 Lifton. [Click here to view the application](#)

12. Correspondence

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

13. Councillors' items for future agenda

Next Meeting: 7.00pm, Thursday 25th June 2026 (Venue to be confirmed)

Signed by the Clerk to the Parish Council: *S Willis*