

Lifton Parish Council

Minutes of the Meeting of Lifton Parish Council held in the QEII Pavilion, Leat Road, Lifton on
25th June 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, Cllr K Dunn, Cllr S Dunn, Cllr Gynn, Cllr Lees and Cllr Measey

1. Apologies: None

2. Minutes: The minutes of the annual meeting on 28th May 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: One local resident was in attendance to talk to two agenda items, allotments (item 6.2) and daffodil planting (item 6.3). In relation to allotments, a draft constitution has been produced by interested parties in forming an Allotment Committee, this has been shared with the Chairman and Clerk to the parish council.

The Lifton Busy Bees Group have provided a plan, including a map, for the planting of daffodils in the village. The group will put on a display about the planting project, at the Lifton flower show, if the planting is approved. The group have split up potential planting sites into plots, a risk assessment has been done and four teams of willing volunteers will be sought to assist with the actual bulb planting. The Busy Bees aim to write to all local businesses and groups asking for a donation towards the cost of purchasing the bulbs, requesting a minimum contribution of £5. Two potential bulb suppliers have been found; one can provide 3000 bulbs for £300.

Councillors thanked those that have shown an interest in a possible Allotment Committee; and they also expressed thanks to the Busy Bees Group for their work, to-date, on the daffodil planting project.

Borough Cllr. Update: At their meeting on 9th June 2026, West Devon Borough Council took the decision to bring the borough's waste contract back in-house with effect from April 2027: [West Devon Borough Council to bring waste and recycling service in house | West Devon Borough Council](#)

6. General items:

6.1 Highways Update (to include DCC's Road Warden Scheme)

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.

In response to Lifton PC's request for improved pedestrian safety by way of the possible installation of crossings on Fore Street, Councillors discussed DCC Highways' response including the approximate £120k associated costs. Councillors also noted that a feasibility study/traffic audit had previously been undertaken by DCC Highways as part of the reserved matters planning application for new Oakdene housing estate back in 2017-18. Highways determined that a crossing was not required nor of benefit. There was also no evidence of any fatalities in the last 5 years in the vicinity of the new housing estate. Councillors decided not to pursue the request for a crossing.

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Councillors discussed the possible installation of new 'Wigwag' signs for the primary school in Lifton, following the response received from DCC's Streetlighting Team:

For a mains supply unit, the cost would be approx. £3879.40 for each unit installed

For the solar option, it would be approx. £2824.01 for each unit installed.

These were initial quotes; the final price may be different depending on the amount of groundwork required. Councillors noted that if they were to go ahead with the solar option, Devon County Council would consider 'adopting' the wigwags and take responsibility for their ongoing maintenance.

Following discussion, Councillors asked the Parish Clerk to liaise with DCC's Streetlighting Team to confirm the location for possible wigwags on New Road (not North Road). The Clerk was also asked to contact Lifton Community Academy to ascertain whether the primary school or its parent/teacher association would assist with fundraising toward these signs as there is currently no money set aside in the Parish Council budget to cover the entire cost of this project.

Action: The Clerk to liaise with DCC's Streetlighting Team in relation to the New Road location for wigwags; and to make contact with Lifton school to see if they are interested in a joint project to fund the purchase/installation of the signs. The Clerk to provide an update to Councillors at the July PC meeting.

Other issues raised at the meeting:

The VAS in Liftondown has faulty a connection from the solar panel to the actual connector/unit, it needs a new cable which has been requested from the supplier.

Cllr Barriball reported that 5 or 6 potholes have been filled by Highways along Gatherley Road and there the road has been marked for potentially further repairs.

DCC Road Warden Scheme – Councillors received a response from DCC's Highways Officer which provided further information on the voluntary Road Warden Scheme. This scheme has been considered by Lifton Parish Council over the years but not pursued.

Councillors noted that although DCC would cover the cost of training up to 3 volunteers under the scheme, if one of those volunteers left, the PC would have to cover training costs for a replacement volunteer. The Clerk confirmed that there are currently no funds set aside to cover these costs in the PC's budget.

Councillors expressed other concerns such as the need for the PC to fund all the equipment needed for volunteers to carry out minor repairs to Lifton's roads; concerns about the actual longevity of the scheme once unitary councils are introduced; and concerns around the considerable health and safety risks to volunteers physically carrying out any repairs on an active highway.

After careful consideration, Councillors took the decision not to pursue joining the scheme at this time although they agreed to keep this decision under review in the future. All agreed.

Lifton Community Speed Watch Group: Councillors received the latest speed data reports prior to the meeting. Cllr S Dunn will pursue the PC's request for another speedwatch site near the Fox & Grapes pub. New speedwatch sites have to be approved by Devon & Cornwall Police to ensure the safety of the speedwatch volunteers and all road users.

6.2 Allotments

Councillors received a report prior to the meeting regarding 7 allotment plots that are becoming available on the Oakdene/Wain Homes housing development on Fore Street.

Councillors were asked to decide whether to officially take on legal ownership of these allotments or not; to agree to the formation of an Allotment 'Management' Committee to fully oversee the day-to-day management of the site on behalf of the council; and to agree the type of fencing at the allotment site itself.

After discussing the risks associated with taking on allotments, such as the potential on-going costs to the PC for repairs and maintenance of the site and what would happen should the Allotment Committee disband in the future, Councillors determined that the benefits to the community outweighed these risks; they therefore agreed that Lifton Parish Council should take on legal ownership.

Councillors agreed that an Allotment Committee should be formed but that this should be kept wholly separate from the parish council; the PC and its Councillors should not take on any active role on the committee. This would mitigate any potential conflict of interest should the committee need the PC to intervene with any major issues at the site (for example, tenant disputes).

Councillors considered the fencing options and agreed that the 'deer fencing' suggested by the WDBC Landscape Officer would be more appropriate as it would be less urban than the approved fencing whilst still allowing a visual link to the landscaped areas beyond. Councillors asked that any wooden posts, used for this fencing, be tanalised to protect them from rot, fungal decay, and insect attacks; and that metal 'ends' are used to protect the wooden poles in the ground, again to stop the wood from rotting prematurely. All agreed.

Motion:

1) Councillors resolved to officially take on legal ownership of the 7 allotment plots on phase 1 of the Oakdene/Wain Homes housing development; they agreed to the formation of an Allotment Committee to manage the day-to-day running of the site; and they agreed to the installation of the proposed 'deer fencing'.

2) Councillors resolved to delegate authority to the Parish Chairman, Vice-Chairman and Parish Clerk/RFO to:

a) Create a draft 'Terms of Reference' for the Allotment Committee; and

b) To delegate authority (as above) to review/amend the draft Allotment constitution.

Both a) and b) to be reported back to Councillors at July's PC meeting.

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

Action: The Clerk was asked to liaise with WDBC and Wain Homes regarding the legal process for taking on ownership of the 7 allotments and to confirm the PC's decision on 'deer fencing'.

The Clerk was asked to work with the Parish Chairman and Vice-Chairman on the creation of an Allotment Committee draft Terms of Reference and to review/amend the draft Allotment Committee constitution.

6.3 Village daffodil planting – Lifton Busy Bees Group

Councillors discussed Lifton's Busy Bees Group plan in relation to their request to plant daffodils in the village. The Parish Clerk reported, following liaison with DCCs Highways Officer, that there was an approximate £302 cost involved to ascertain the required permission and licence from Devon County Council Highways. The parish council nor any local groups were permitted to plant/place anything on land/verges owned by Devon County Council without DCCs prior approval/licence.

Whilst Councillors supported the groups plan, there were no funds set aside in the parish council budget to cover the costs of the required permission/licence from DCC and, as the Busy Bees Group were not a formally constituted organisation (with its own bank account etc.), the PC were unable to provide a grant. All agreed.

CLlr Edmonds reported that, under his West Devon Borough Councillor role, the Busy Bees Group would be able to apply (via the Lifton Village Show or WI) for a grant from his WDBC Ward Member 'Locality Fund' scheme which could help cover the costs of obtaining DCCs licence. A representative in attendance at the parish council meeting was asked to report this back to other members of the Busy Bees Group.

6.4 Defibrillator Update

CLlr K Dunn undertook the defib checks at the Community Centre in June; it was in good working order. CLlr Gynn agreed to carry out the defib checks during July.

6.5 Lifton PC policies – update contact details on all policies/documents

Motion: Councillors resolved for the Clerk to update all Lifton Parish Council policies/documents with the new .gov.uk address both the website and email, where necessary.

Proposed; Seconded. All in favour.

7. Reports

7.1 OPCC Councillor Advocate Scheme

CLlr Gynn provided a verbal update to Councillors at the meeting. CLlr Gynn reported that he will be representing the PC at 2 upcoming events; one a 'thank-you' event hosted by the Police & Crime Commissioner, and another on live facial recognition in crime hotspots. A further update on these will be provided at a future PC meeting.

8. Finance

8.1 For payment:

Clerk's salary & Working from Home Allowance	£ 782.62
Employee pension for June (£7.39 employers' contribution + £9.86 employees' contribution deducted from monthly salary)	£ 17.25
HMRC: National Insurance Contribution	£ 52.42

Parish Online (Local Authority Technology CIC): New domain & PC website/email

(inc. £55.00 VAT)	£ 330.00
Lloyds Bank charges (to be taken by DD on or after 19th June 2026)	£ 4.25

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

[Total above payments to be made £1,186.54]

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

The above invoices for payment and the bank statements dated 1st June 2026 were seen and signed by two Councillors.

8.2 Receipts:

Interest - May £ 3.86

8.3 Outstanding invoices: None

General matters relating to Finance:

8.4 None

9. Planning

9.1 Applications:

1296/26/FUL - Proposal: Change of use of meadow to private use paddock and erection of an equestrian building (part retrospective). Site Address: Land At Sx 384 849 (Meadow South of Hornapark), Park Road, Lifton. [Please click here to view application](#)

Councillors agreed to support the 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.

1386/26/VPO - Proposal: Application for modification of Section 106 Agreement on 2353/18/OPA, as amended by 0159/22/VAR. Site Address: Development Site At Sx 383 851, Fore Street, Lifton
[Please click here to view application](#)

Councillors were informed that the original Section 106 Agreement, established several years ago, had become too restrictive. This planning application sought to amend the agreement to allow Section 106 funds originally allocated for a Multi-Use Games Area (MUGA) at the Community Centre, a roof for the Men's Institute, and improvements to facilities at Lifton Recreation Ground (QEII) to be used more flexibly for alternative projects at the Community Centre, the Men's Institute, and Lifton Recreation Ground (QEII).

Councillors agreed to support the 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.

1549/26/HHO - Proposal: Replacement side extension to east elevation. Site Address: 1 New Road, Lifton PL16 0AG. [Please click here to view application](#)

Councillors noted this application looked to change the roof of the extension; they could find no other proposed changes and therefore agreed to 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:

1193/26/NMM - Description: Non-Material Amendment application (0034/24/FUL) 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. **Decision:** Conditional Approval. [Please click here to view application](#)

9.3 Refusals: None

General matters relating to Planning:

9.4 None

10. Correspondence:

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

11. Councillors' items for future agenda: To extend an invitation to DCC Cllr James Grainger to a future Lifton PC meeting.

Meeting closed at 20:40.

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

Next Meeting: 7.00pm, Thursday 23rd July 2026 (TBC: Lifton Methodist Chapel)