

# Lifton Parish Council

## Minutes of the Meeting of Lifton Parish Council held in the Tamar Room (The Arundell), Lifton on Thursday, 23<sup>rd</sup> July 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 Gynn, Cllr Lees, Cllr Measey and Devon County Councillor Grainger

**1. Apologies:** Cllr K Dunn and Cllr S Dunn (apologies for the reasons given were approved)

**2. Minutes:** The minutes of the meeting on 25<sup>th</sup> June 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 in attendance at the meeting expressed their thanks to Cllr Simon Dunn for all his work on Lifton's Community Speedwatch Group and helping to keep the village safe.

The Parish Clerk would pass this onto Cllr S Dunn who was absent from the meeting.

The Parish Chairman introduced Devon County Councillor James Grainger. Cllr Grainger reported that he was elected to DCC in May 2025 and was responsible for Highways.

Councillors were informed that highways matters took up about 80% of Cllr Grainger's time; he addressed the highways questions raised by Lifton Parish Council, sent to him prior to this meeting.

In relation to the timing of DCC's annual roads maintenance program commencing in Lifton, Cllr Grainger was still awaiting confirmation of highways' program schedule. He would provide this to the Parish Clerk once the highways schedule for annual roads maintenance was confirmed.

Cllr Grainger reported that DCC Highways had to prioritise their workload, repairs to larger roads took priority, as did repairs to potholes that met DCC Highways criteria.

Cllr Grainger provided an overview of DCCs Road Warden Scheme; a scheme that Lifton Parish Council had previously resolved not to adopt given the concerns around insurance cover and personal risk to volunteers in the scheme.

Cllr Grainger understood county-wide frustration in relation to potholes, reporting that DCCs highways team can only repair potholes that are on their daily works schedule, they do not carry enough materials to repair all potholes that may be present in one area, on one road etc.

Councillors were advised to contact Cllr Grainger (via the Parish Clerk) if there are any particular areas of concern in relation to potholes and drainage issues in Lifton.

Cllr Grainger, at the request of Cllr Measey at the meeting, reported the damaged road sign at the junction between Leat Road and New Road, opposite the Lifton Hall Hotel, which had been hit and dislodged, to DCC Highways,

In relation to the question posed about the continuation of DCC services during the future transition to unitary authorities, Cllr Grainger confirmed Devon County Council will continue to function until April 2028, there is currently no change in the reporting mechanisms for Highways.

Councillors thanked Cllr Grainger for attending and providing an update on highways.

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**Borough Cllr. Update:** Councillors noted that enforcement action relating to the unauthorised development at Liftondown remains ongoing. A court injunction is in place, and the site continues to be monitored for compliance. The planning enforcement notice, effective from 18<sup>th</sup> March 2026, also remains in force.

Following the Government's announcement on the future shape of local government, Devon County Council and district councils will be replaced by 4 unitary councils in May 2028. West Devon will fall into a single large authority, to be known as 'Devon Coast & Country', with a population of 455,000. The 3 other unitaries will be Plymouth, Exeter and Torbay, all of which have been expanded to take in some of the surrounding towns and villages.

Please see: <https://www.westdevon.gov.uk/news/2026/west-devon-committed-smooth-transition-after-government-makes-decision-devons-local>

## **6. General items:**

### **6.1 Highways Update (to include wig-wag lighting)**

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 was provided on:

W261984475 - Pothole, Pothole (Single or multiple). Location: Road from Rock Villas to Sprytown Cross, Tinhay. Further to your report made on 24/04/2026, an investigation was completed on the 21/07/2026. Following the investigation, further works at this location have been identified and added to a future programme of planned works.

W262010614 - Pothole, Pothole (Single or multiple). Location: Leat Road, Lifton. Further to your communication received on 17-July-2026 the record was assessed on the 23/07/2026. The following information is now available: Further to receiving your report on 17 Jul 2026, 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 21 Oct 2026.

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

In relation to the over grown hedge in Tinhay, DCC Highways have written to the landowner, who is responsible for cutting it back.

**Lifton Community Speed Watch Group:** Councillors were informed that Cllr Simon Dunn will be standing down from his role as co-ordinator for Lifton's community speed watch group; Cllr Gynn would now take on this role.

Councillors expressed their thanks to Cllr S Dunn for his assistance with the set up and successful running of Lifton's Community Speed Watch Group.

Cllr Gynn reported that there had not been many sessions undertaken recently due to 2 volunteers being away and the weather being too hot. 9 vehicles had been caught speeding in the last month, the drivers will receive warning letters from the police.

## **6.2 Allotments**

### **6.2.1 Constitution of the Lifton Community Allotment Association**

Councillors received the draft Constitution of the Lifton Community Allotment Association prior to the meeting. This had been created in liaison with the Parish Chairman, Vice-Chairman, Parish Clerk and by those who have expressed an interest in forming Lifton's allotment association.

**Motion: Councillors resolved to approve the Constitution of the Lifton Community Allotment Association, subject to a couple of amendments suggested by Councillors.**

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

**Action: The Clerk was asked to amend the Constitution in liaison with the Parish Chairman and Vice-Chairman, and share the final document with those who have expressed an interest in forming Lifton's Allotment Association.**

### **6.2.2 Allotment Committee Terms of Reference**

Councillors received the draft Allotment Committee Terms of Reference prior to the meeting. This had been created by the Parish Clerk in liaison with the Parish Chairman and Vice-Chairman.

**Motion: Councillors resolved to adopt the Allotment Committee Terms of Reference.**

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

**Action: The Clerk was asked to send the Allotment Committee Terms of Reference to those who have expressed an interest in forming Lifton's allotment association.**

**The Clerk would provide an update on allotments at the next PC meeting.**

## **6.3 Scheme of Delegation**

Councillors received the draft 'Scheme of Delegation' prior to the meeting; it was also published on the PC's website. The scheme allows the Parish Clerk/RFO to undertake certain functions not already covered in the Standing Orders or Financial Regulations during a specified time period as the PC may not hold a meeting during August 2026.

**Motion: Councillors resolved to adopt the Scheme of Delegation that delegates authority to the Clerk/RFO, in consultation with the Chairman and Vice-Chairman, between 24<sup>th</sup> July and 31<sup>st</sup> August 2026 (inclusive). Proposed (MA); Seconded (AL). All in favour. A vote was taken by a show of hands**

## **6.4 Defibrillator Update**

Cllr Gynn undertook the defib checks at the Community Centre in June; it was in good working order. Cllr Measey agreed to carry out the defib checks during August.

## **7. Reports**

### **7.1 OPCC Councillor Advocate Scheme**

Cllr Gynn reported that he had attended two recent events; one a 'thank-you' event hosted by the Police & Crime Commissioner for those on the Councillor Advocate Scheme, and another on live facial recognition in crime hotspots to identify known offenders. With the advent of AI, live facial recognition might rolled out more often; it was not for mass surveillance but as a tool, for example to identify known offenders at events such as a football match. It will not be used as a replacement for police officers.

Cllr Gynn handed out small flyers which also included information on 'Operation Bridger', which is a national police programme covering the security for people in public life.

## **8. Finance**

### **8.1 For payment:**

|                                                                                                                           |          |
|---------------------------------------------------------------------------------------------------------------------------|----------|
| Clerk's salary & Working from Home Allowance                                                                              | £ 782.62 |
| Employee pension for July (£7.39 employers' contribution +<br>£9.86 employees' contribution deducted from monthly salary) | £ 17.25  |
| HMRC: National Insurance Contribution                                                                                     | £ 52.42  |
| W. Willis: Repairs to Liftondown Noticeboard                                                                              | £ 80.00  |
| Lloyds Bank charges (to be taken by DD on or after 19th July 2026)                                                        | £ 4.25   |
| Invoice paid since the last meeting:                                                                                      |          |
| Community First Insurance: Required cover adjustments                                                                     | £ 34.36  |

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

[Total above payments to be made £970.90]

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

### **8.2 Receipts:**

Interest - June            £ 3.50

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

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

### **8.4 Bank reconciliation: April to June 2026**

The Clerk shared the bank reconciliation with Councillors prior to the meeting; it was also published on the PC's website. No issues were found; the bank statements, bank reconciliations and cashbook all tally with each other.

Councillors formally noted the bank reconciliation and it was signed by two Councillors.

### **8.5 PC Insurance Update**

In consultation with the Parish Chairman and the PC's insurance broker (Community First), the Clerk undertook a review of the PC's insurance policy cover; this has recently been renewed as part of a 3-year long-term agreement.

Councillors noted that there has been a slight increase in insurance costs (see above item 8.1) due to an extension of cover relating to the mechanical grass mower.

Councillors discussed whether or not to add the burial ground wall to the PC insurance. The Parish Chairman and Parish Clerk were asked to do a visual assessment of the wall and provide an update to the next PC meeting. All agreed.

## 9. Planning

### 9.1 Applications:

1734/26/HHO - Proposal: Removal of existing porch & erection of a two-storey entrance hall and porch. Site Address: Wooladon Farm, Liftondown PL16 0DD. [Click here to view application](#)

Councillors agreed to support this application.

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

**9.2 Approvals:** None

**9.3 Refusals:** None

General matters relating to Planning:

**9.4** *There is no statutory consultation requirement on the applications below. The information is being sent for information only:*

1679/26/AGR (Agricultural Determination) - Description: General purpose agricultural barn. Site Address: Lower Carley Farm, Lifton PL16 0EB. [Click here to view the application](#)

1861/26/NMM (Non Material Minor Amendment) - Description: Non material minor amendment to 2873/22/ARM to replace the enclosures around the allotments with stock fencing. Applicant Name: Wainhomes SW Ltd. Site Address: Development Site At Sx 382 850 Fore Street, Lifton.

[Click here to view the application](#)

## 10. Correspondence:

[Have your say on the future of North Devon and Torridge - Local Plan Scoping Consultation now open](#)

**11. Councillors' items for future agenda:** Water in village/fire hydrants (Fire Service)

Part 1 meeting closed at 20:20.

## Part 2– commenced at 20:21

### 1. Resolution to exclude the public and press from the meeting

Councillors passed the following resolution: To resolve that in accordance with Public Bodies (Admission to meetings) Act 1960 section 1(2) and as extended by Schedule 12A of the Local Government Act 1972, the public and press be excluded from Part 2 of this meeting in respect of confidential or sensitive information which is prejudicial to the public interest

**Proposed (DM), seconded (CG); all in favour. A vote was taken by a show of hands.**

### 2. Ratification of Clerk's pay & conditions

The Employment Committee met on 23<sup>rd</sup> July 2026 to discuss the Clerk's annual appraisal, pay and conditions including working hours.

The Clerks' appraisal has been completed and objectives agreed for the next year. The working hours will remain as 11 hours per week but kept under review.

The Employment Committee recommends that the PC increase the Clerk's salary to SCP18 (wef 27<sup>th</sup> June 2026). The hourly rate may change once the National Joint Council for local government services - Local Government Services' Pay Agreement 2026-27 has been published.

The Employment Committee also recommends that the PC continue to pay the Clerk the working from home allowance and contribute to a work-based pension.

**Councillors resolved to agree the above recommendations in relation to the Clerks pay and conditions. Proposed (DM), seconded (LB); all in favour. A vote was taken by a show of hands.**

Part 2 Meeting closed at 20:25.

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

**Next Meeting:** 7.00pm, Thursday, 24<sup>th</sup> September 2026 (Venue to be confirmed)