

Lifton Parish Council

Minutes of the Meeting of Lifton Parish Council held in the QEII Pavilion, Recreation Ground (Leat Road), Lifton on Thursday, 24th September 2026

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

Prior to the meeting commencing, Lifton Parish Council paid tribute to former Parish Councillor, Rob Valentine, who has sadly passed away; sincere condolences were expressed to his wife and family.

Present: Cllr Edmonds (Chairman), Cllr Alexander, Cllr S Dunn, Cllr Gynn, Cllr Lees and Cllr Measey

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

2. Minutes: The minutes of the meeting on 23rd July 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: None

Borough Cllr. Update: Central government has paused the Local Government Review for the time being however the local elections will still go-ahead in May 2027 for borough/town/parish councils. The Councillor elections for the new unitary authorities are on hold. The May 2027 elections will be on existing district boundaries.

Councillors were informed that the high court injunction secured by West Devon Borough Council in relation to the unauthorised developments in Liftondown site remains in place.

An update was provided on the Mayor's Challenge tour of West Devon's towns and villages, including recent attendance for a royal visit to Farms for City Children, Nethercott House, Iddesleigh.

Thanks were expressed to those that have kindly sponsored the Mayor's charity walk in aid of raising funds for SPACE Youth Services.

6. General items:

6.1 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 was provided at the meeting: The Clerk was still awaiting an update from DCC Cllr Grainger regarding the resurfacing of the A388 through Lifton and the installation of two replacement road signs. A response was also still outstanding from the new DCC Neighbourhood Highways Officer regarding the speed limit by Lifton's Methodist Chapel.

Other issues raised at the meeting:

Cllr Gynn had reported tree growth in/on the pathway near the Community Centre which has now been repaired by DCC Highways.

DCC Highways have apologised for the delay in repairing the damaged kerb on Station Road.

Cllr Measey raised the issue of overgrown trees by the Ambrosia site which was causing reduced visibility on route to/from the Tavistock direction.

Lifton Community Speed Watch Group: Cllr Gynn reported the following:

8th July 2026 - 1 session: Vehicles in excess 34mph: 9; NFA no further action: 1 and 1st Letters to: 8

8th Aug 2026 - 1 session: Vehicles in excess 34mph: 18; NFA no further action: 3 and 1st Letters to 15.

Forthcoming meeting: 13th November 2026, Lamerton Village Hall- Speedwatch coordinators meeting. CSW coordinators, Robert March & Cllr Chris Gynn to attend.

There is a general shortage of Community Speedwatch volunteers; posters will be put up locally to encourage new volunteers to join the group.

A new monitoring site for the CSW group has not been identified in Tinhay; sites have to be approved by Devon & Cornwall Police.

The vehicle activated speed sign at Liftondown by the Methodist Chapel is picking up high-sided vehicles travelling on the A30. As a result, the power generated by the solar panel is draining quickly. This matter will be explored further to find a suitable solution.

6.2 Burial Ground Review including cemetery inspection, fees and rules

The Clerk provided a report prior to the meeting following an inspection undertaken at the Parish burial ground on North Road on 16th September 2026.

Councillors considered the following:

That the Clerk instruct the groundsman to raise up the water-butt by the lychgate and realign the plastic water pipe; to remove any tree/bush/shrub growing within the burial plots identified in inspection table; and to inspect the plot with cracked cement to determine if gravel can be used to fill in the gap.

That the Clerk contact two monumental stone masons to ask for a couple of headstones to be inspected and for a quote to be provided for any necessary repairs.

That the Clerk contact the funeral director regarding the levelling of plot 310.

For the Parish Chairman to meet with the groundsman and obtain a quote for the removal of boundary soil heaps, bushes, brambles and trees, to create more useable burial and cremation spaces.

The current burial fees, rules and regulations which came into effect in September 2023, remain unchanged for the time being.

Councillors discussed the above and agreed for all items to be actioned by the Clerk and Parish Chairman. Councillors also agreed that the current burial fees should not be increased at this time.

Motion: Councillors resolved to approve the above actions/decisions in relation to Lifton's Parish burial ground on North Road. Proposed (AL); Seconded (SD). All in favour. A vote was taken by a show of hands.

Action: As detailed above. The Clerk was asked to publish the fees and rules and regulations documents confirming that the review had been undertaken in September 2026; the next review would be scheduled for September 2029.

6.3 Defibrillator Update

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

7. Reports

7.1 QEII Annual Report

The QEII AGM minutes will be circulated to Councillors via email.

Currently, there is a water leak at the pavilion which has been caused by mice chewing through pipes. A plumber has been out and further measures will be taken to try and eradicate the problem.

7.2 OPCC Councillor Advocate Scheme

Cllr Gynn reported that there is a lot of emails about the use of spam and what actions can be taken to prevent individuals, businesses etc., being scammed.

Cllr Gynn will be attending two upcoming events:

28th October – The 6-monthly meeting for all Cllr Advocates; covering Neighbourhood Policing this time.

2nd December – An online session with a couple of guest speakers on the subject of children and the hazards of e-crime.

8. Finance

8.1 For payment:

***Councillors agreed an amendment to this invoice information published on the agenda. It should be: PKF Littlejohn LLP: External Audit fee 2025-26 (inc. £42.00 VAT) £252.00.*

Proposed (SD) and Seconded (MA); All in favour. A vote was taken by a show of hands to accept this amendment to the agenda at the meeting.

Clerk's salary (including back pay from national pay increase)	£ 909.62
& expenses (working from home allowance)	£ 26.00
Employee pension for September (£7.39 employers' contribution + £9.86 employees' contribution deducted from monthly salary)	£ 17.25
HMRC: National Insurance Contribution (06 Sep - 05 Oct)	£ 75.37
Lloyds Bank charges (to be taken by DD on or after 19 th September 2026)	£ 4.25

To formally note invoices paid under Scheme of Delegation or since last meeting:

Clerk's salary for August (including backdated pay from local pay rise) & Working from Home Allowance	£ 808.36
Employee pension for August (£7.39 employers' contribution + £9.86 employees' contribution deducted from monthly salary)	£ 17.25
HMRC: National Insurance Contribution (06 Aug-05 Sept)	£ 56.28

Martin Ashley & Son Gardening Services: Grass cutting April-June 2026 (inc. £450.00 VAT)	£ 2,700.00
Parish Online: Annual subscription paid to GeoXphere Ltd. (inc. £9.00 VAT)	£ 54.00
Lloyds Bank charges (to be taken by DD on or after 18 th August 2026)	£ 4.25
**PKF Littlejohn LLP: External Audit fee 2026-27 (inc. £63.00 VAT)	£ 378.00
The Arundell: Tamar Room hire for LPC meeting 23.07.26 (inc. £6.67 VAT)	£ 40.00

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

[Total above payments made under the Scheme of Delegation/since last meeting £4,058.14

Total payments to be made £1,032.49]

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

The above invoices for payment and the bank statements dated 31st July 2026 and 1st September 2026 were seen and signed by two Councillors.

8.2 Receipts:

Interest – July £ 3.63

Community First Insurance: refund from policy amendments £ 26.66

Interest in August £ 3.87

Morris Brothers: Burial & Exclusive Rights fee £ 575.00

8.3 Outstanding invoices: None

General matters relating to Finance:

8.4 [External Auditor Report & Certificate 2025/26 \(Section 3 of AGAR\)](#) and [Notice of conclusion of audit](#)

The Clerk reported that the external audit for 2025/26 was complete and that Section 3 – External Auditor Report and Certificate 2025/26 had been received and published on the Parish Council website along with the Notice of conclusion of audit (which was also posted up on the main village noticeboard).

Councillors formally noted the External auditor's limited assurance opinion 2025/26:

'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:
None'.

8.5 The National Joint Council for Local Government Services (NJC) Local Government Services Pay Agreement 2026/27 (Clerks salary)

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1st April 2026. The Clerk reported the new pay scale for SCP 18. Councillors noted the change.

8.6 Internal Audit: Letter of Engagement 2026/2027 – Independent Internal Auditor

Councillors were asked to consider appointing independent Internal Auditor P. Clapham BA (Hons) PSLCC for the 2026-27 Lifton Parish Council internal audit; this was the same person who had conducted the PC's last three internal audits.

Motion: Councillors resolved to appoint P. Clapham BA (Hons) PSLCC for the 2026-27 LPC internal audit. Proposed (CG); Seconded (MA); All agreed. A vote was taken by a show of hands.

9. Planning

9.1 Applications:

To formally note application and Councillor comments dealt with under Scheme of Delegation for:
2037/26/FUL - Proposal: Change of use to hair and beauty salon (Class E), Site Address: The Shed Unit 1, Tinhay Mill Industrial Estate, Tinhay PL16 0AH [Click here to view application](#)

Councillors agreed to support this application.

Proposed and seconded. PC decision: support (8); not support (0); abstain (0). All in favour.

Applications to be discussed at September's meeting:

2301/26/FUL - Proposal: Construction of dwelling house. Site Address: Land Rear Of Darkey Cottage, Willas Road, Lifton [Click here to view application](#)

Councillor noted that outline planning (from a previous planning application) had already been approved by the planning authority.

Councillors agreed to support this application.

Proposed and seconded. PC decision: support (6); not support (0); abstain (0). All in favour.

2487/26/TPO - Proposal: Works to a TPO Tree (please see application for details). Site Address: Orchard House, New Road, Lifton PL16 0AQ [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.

9.2 Approvals:

1734/26/HHO Householder Application - Description: Removal of existing porch & erection of a two-storey entrance hall and porch. Site Address: Wooladon Farm, Liftondown PL16 0DD.

Decision: Conditional Approval [Click here to view application](#)

3855/24/ARM Approval Of Reserved Matters - Description: 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. Applicant Name: Wain Homes. Site Address: Development Site At Sx 382 850, Fore Street. Lifton. **Decision:** Conditional Approval [Click here to view application](#)

1549/26/HHO Householder Application - Description: Replacement side extension to east elevation. Site Address: 1 New Road, Lifton PL16 0AG. **Decision:** Conditional Approval [Click here to view application](#)

1679/26/AGR Agricultural Determination - Description: General purpose agricultural barn. Site Address: Lower Carley Farm, Lifton PL16 0EB. **Decision:** Prior Approval Not Required [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. Site Address: Development Site At Sx 382 850, Fore Street, Lifton. **Decision:** Conditional Approval [Click here to view the application](#)

1296/26/FUL Full Planning Application - Description: Change of use of meadow to private equestrian use and erection of an equestrian building (part retrospective). Site Address: Land At Sx 384 849 (Meadow South of Hornapark), Park Road, Lifton. **Decision:** Conditional Approval [Click here to view application](#)

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:*

2327/26/COM 28 (one month) Communication PD Application. Description: Notice of intent to install electronic communication apparatus comprising one x 9m light wooden pole.
(Ref: LEG_V9008 - WH6H089Z) - Applicant Name: Openreach Officer. Site Address: Opposite Langham House, Liftondown PL16 0BZ. [Click here to view the application](#)

10. Correspondence: [Scoping Consultation on the new South Hams and West Devon Joint Local Plan](#)

Bin request – Tinhay

Highways - Road condition

Councillors discussed the correspondence and asked the Clerk to provide a further response to the individuals who had raised the bin request and highways – road condition query. All agreed.

11. Councillors' items for future agenda: Highways – overgrown trees.

Meeting closed at 20:15.

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

Next Meeting: 7.00pm, Thursday, 22nd October 2026 (Venue to be confirmed)