

LYDFORD PARISH COUNCIL
Minutes of the meeting of the council at the
Nicholls Hall, Lydford on Tuesday 8th July 2025 at 7:00pm

Present: Cllrs Hulett (Chair), Moyse, Purnell, Cllr Southcott (WDBC) Katie West (Affordable Housing, WDBC), one member of the parish

1. Public Session (15 minutes)

None.

2. Apologies for absence Cllr K Lenton (Work commitments) Cllr Cook (Unwell), Cllr Mott, Cllr Fife-Cook. Through the Chair, the council sent its best wishes to Cllr Cook and hopes for a full recovery.

3. Declarations of Interest

None declared.

4. Affordable housing survey

Katie West (WDBC Affordable Housing) fed back to the council on the form and content of its questionnaire to the community and advised on the next steps the council should take.

The following conclusions were reached in the discussion:

- The questionnaire should be updated to include mention of the potential timescales involved to ensure clarity, and to include a question to identify any care leavers.
- It was suggested that the council could organise a presentation within the village to raise the profile of the work it is doing. Cllr Purnell agreed to put together a proposal. **(AP1)** Katie stated that she would happily assist at the presentation.
- WDBC will not print or distribute paper copies of the questionnaire, but the Comms Team at WDBC will be happy to assist with distribution of the link to the digital Form.
- The council should allow between 4 and 6 weeks for the survey to run.
- Using Microsoft Forms to collect the data online will produce a spreadsheet of data which Katie is happy to use, together with council housing data, to write a report for the council.

5. Disabled access survey. *(This item was advanced up the agenda by the Chair to accommodate parishioner John Pettitt who had attended specifically to contribute to the matter).*

A number of issues have been raised by parishioners responding to the council's request for data. A number of matters are beyond the council's authority and responsibility and these have been passed to the appropriate bodies for their information and potentially for action. However, it was agreed that the council should take whatever action it can in relation to:

- The wooden bus shelter near the War Memorial. This was constructed as a shelter for school children but has been adopted as a public bus stop, and buses do now stop there to pick up and drop off passengers. Issues for disabled users have been identified with the steps leading to the shelter, being as it is up an embankment. It was proposed by the Chair and agreed by the council that the bus shelter could be moved to a more appropriate place. The first task would be to contact the bus company to establish where they might be happy for the shelter to move to **(AP2 – Clerk to raise enquiry with the bus company).**
- Advisory disabled parking bay north of the bridge to the Granite Way. John Pettitt felt that the Granite Way was a fabulous asset for the disabled users but that the access to it was impaired by the lack of disabled parking nearby, caused because the disabled bay is partially obscured by mud from the roadway. The bay is also too short – whilst it is of a sufficient size to accommodate the normal sized vehicle, the bay gives no space to the rear for wheelchair access and egress.

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WDBC have the facility to clean the disabled bay. (**AP3** Clerk to email Cllr Southcott with request to deploy the road sweeper). The bay needs to be extended and would benefit from the placement of a kerbside sign restricting parking to blue badge holders only. (**AP4** Clerk to establish from Highways the protocol for getting a blue badge plate put up?)

- Public toilets. Whilst the meeting applauded DNPA for re-opening the public toilets it was felt that they were in breach of the statutory requirement to have a disabled toilet accessible. The car park should have a disabled bay included, and presently there is none. (**AP5** – Clerk to write to Richard Drysdale at DNPA with points raised)

6. Minutes of the monthly meeting 10th June 2025

The minutes were agreed.

7. Matters arising from the meeting 10th June 2025 which are not part of the agenda items. (See also Action Points from meeting)

- Councillors felt that the response from RoSPA to their questions on previous inspections was insufficient and provided no clarification on the specific question on the question of standards that the equipment was alleged to have breached. When the letter was first agreed Councillors resolved that if the response received was insufficient to allow for complete resolution on the question of exactly when a piece of equipment should be condemned for replacement, the Council should resort to RoSPA's Complaints Procedure. (**AP6** – Clerk to raise complaint).

8. Planning

a. Councillors raised no comments on the applications:

- 0212/25 Lydford Gorge EX20 4BH. Application for Certificate of Lawfulness - Resurface and improvement of existing footpath from Devil's Cauldron car park towards Whitelady Waterfall. (Subsequently withdrawn)
- DOC/0001/22 7 Lake Cottage, EX20 4AJ Application for Discharge of Condition on materials used in constructing extension.

b. Councillors noted the outcomes of the applications:

- 0171/25 Lydbells, South View, EX20 4AH. Conditional approval of application to convert existing conservatory to living space with change of roofing materials.
- 0084/25 Cornerways EX20 4AQ Application refused - change of use from agricultural land to domestic curtilage and erection of garage.

c. Proposed council protocol for responding to planning application consultations.

Councillors agreed to postpone this matter for a future meeting.

9. Publication of future meeting agendas and minutes.

It was agreed that the Clerk would share a draft version of the agenda for any coming meeting 10 days before the meeting date.

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10. Finances

a. Councillors resolved to approve the following payments:

i. J. Bright	£412.77	July salary
ii. HMRC	£98.79	PAYE July + Employer NI contribution
iii. Steve Hulett	£52.00	Refuse sacks and gift card contribution to Lydford fair

Proposed by Cllr Hulett, seconded by Cllr Purnell, all in favour.

b. Banking reconciliation for period 1.4.24 to 31.06.25

Opening balance 1.4.25	£10,606.72	Bank holdings at 31.06.25	
Add receipts	£5,797.97	Deposit Account	£13,202.07
Less payments	<u>£3,197.08</u>	Current Account	<u>£5.54</u>
	£13,207.61		£13,207.61

c. Payments made by the Clerk under the Scheme of Delegation

Alison Stacey (invoice received too late for agenda) £85.00 – Catering for APM.

Councillors noted the banking reconciliation and approved the payment made by the Clerk.

11. Business not listed on the agenda below, by permission of the Chair.

- The Chair has been asked for the anticipated date for the installation of full fibre broadband to the village. Councillors were unable to give any clearer indication beyond what was stated in April - "Lydford is part of the next round of the Government's Project Gigabyte. Contracts for installation have been signed and work is expected to start in 2026."
- Councillors felt that the information recently published regarding the anti banking fraud telephone number 159 was important and should be circulated. (**AP7** – Clerk to include information in newsletter contribution and publish on website).

Meeting closed 20:05

Next meeting 9.9.25

Table of identified actions stemming from the meeting:

	By	Action	Outcome
1	Cllr Purnell	Formulate and circulate a proposal for a presentation within the village to explain the purpose and operation of the housing survey.	
2	Clerk	Raise an enquiry with the company providing the 118 bus service, apart from the existing bus shelter, where would they be willing to stop for passengers, where the existing shelter might be moved to?	
3	Clerk	Email Cllr Southcott and WDBC with a request to deploy the mechanical roadsweeper to clean the markings to the disabled parking bay opposite the Granite Way.	
4	Clerk	Establish from Devon Highways the protocol for extending the disabled parking bay opposite the Granite Way and having a kerbside sign included in the bay.	
5	Clerk	To write to DNPA Richard Drysdale with observations from the meeting on the issues raised about the car park and the toilets in the disability survey.	
6	Clerk	To raise a formal complaint with RoSPA about the lack of clarity on the standards apparently breached by timbers condemned in past two inspections.	
7	Clerk	Include information on 159 banking fraud phone number in council's newsletter contribution, and publish on website.	