

LYDFORD PARISH COUNCIL

Minutes of the meeting of the council on Tuesday 9th June 2026 at 7:00pm

Present: Cllr Hulett (Chair), Gilpin, Robson, K Lenton, Purnell, Moyse, Cllr Fife-Cook (Devon CC), Steve Powne.

1. Public Session (15 minutes)

Steve Powne – stated that he had received an email response from Devon Highways on subject of the disabled parking bay explaining how the bay came to be. He does not believe the response to be completely accurate and will contact DCC with FOI request. (**AP1** Clerk to email Steve with the contact details of who to speak to in Highways).

Michael Fife Cook – New Highways Community Officer has been employed to replace Brad Elliott who is returning to university. Additional funding has been made available for repairing potholes. Following successful trials, a new piece of software is being rolled out by Highways which will allow parishes to monitor the progress of repairs to potholes.

2. Apologies for absence: Cllrs Mott, Southcott, Lenton L (health)

3. Declarations of Interest: Nil

4. Minutes of the monthly meeting 12th May 2026

The minutes were accepted by the council as an accurate record and were duly signed by the Chair.

5. Matters arising from the meeting 12th May 2026 which are not part of the agenda items. (See also Action Points from meeting).

a) Road Warden scheme – Cllr Gilpin has received joining instructions for the online training and will complete in the next few days. (**AP2** – Clerk to try and find more local providers of Chapter 8 training than those identified by Devon Highways).

b) Accessibility update – Quote received for relocating shelter base. Councillors agreed to further this process by exploring the availability of funding from Devon CC (**AP3** – funding from DCC – Clerk to enquire of Mark Phillips).

6. Urgent matters to report

Councillor Gilpin announced that balloonists will be at the sportsfield between 3rd and 5th of July.

7. Action Plan 2026-27

The plan was adopted without amendment.

8. Items for Action

- a) Affordable Housing. Councillors decided to form a working party for this topic. The party to consist initially of Cllrs Moyse and Robson. Dates of DNPA availability for discussions awaited. (AP4 – Clerk to enquire of Katie West whether it would be appropriate to approach local landowners about sites that might be available, or whether to await the meeting with DNPA).
- b) Ancient Spring - Cllr Hulett has arranged to meet with Kitt, local Ranger from DNPA in the next week to discuss the byways issue (item 10.b) and the path to the Spring.
- c) 20's Plenty – Councillors agreed to wait for the appointment of the new Community Officer at Devon Highways before enquiring about Highways' progress towards establishing the limit in Lydford.

9. Vehicle Activated Sign (VAS) opposite Lydford Farm Shop – maintenance and location

Councillors agreed that the sign for northbound traffic was wrongly placed, but resolved to make enquiries about relocation only once the new Highways Community Officer was in place in July.

10. Highways and Byways issues

- a) Hedge outside Widgery's on A386 – obstructing view of northbound traffic on A386 for drivers exiting School Road. (AP5 – rather than submit an online report, Cllr Moyse offered to speak to the owners informally).
- b) The surfaces of Bridestowe byways 6a and 16a either side of Bolt's House are almost impassable for pedestrians. (AP6 – Cllr Hulett to meet Dartmoor Ranger on this and the Ancient Spring).
- c) Rusty 'Lydford' sign by the entrance to the Granite Way. Councillors agreed to consider establishing the sign as a Gateway to the eastern side of the village, to include an exhortation to drive slowly and carefully through to village. (AP7 - Clerk to seek ideas / prices).

11. Review of existing policies:

- a) Retention of Documents V1
- b) Statement of Internal Control V5

Councillors agreed to continue with the policies without amendment.

12. Adoption of new policies:

These items were considered lacking at Internal Audit:

- a) I.T. policy (data protection, virus protection etc - training)
- b) Accessibility statement (Check the email addresses)
- c) Freedom of Information policy

After agreeing to check that all mentions of the clerk's email address were correct, and to outline the available training for Councillors on IT use, the items a-c were adopted by the council (AP8 – Clerk to amend policies as approved).

13. Financesa. Payments for approval:

i. J. Bright	£ 412.77	June salary
ii. HMRC	£ 98.79	PAYE & employers' NI contribution, June
iii. Alison Stacey	£ 170.00	Buffet, Annual Parish Meeting 12.5.26
iv. J Bright	£ 11.10	Internal Audit meeting expenses 6.5.26
v. J Bright	£ 9.38	Annual Parish Meeting expenses – hot drinks
vi. Penny Clapham	£ 95.65	Internal Audit 2025-26, fees

b. Clerk overtime claim - approved

The council resolved to approve the payments, and to authorise the Clerk's overtime payment. Proposed – Cllr Hulett, seconded Cllr K Lenton. All in favour.

c. Banking reconciliation for period 1.4.26 to 31.05.26

Opening balance 1.4.26	£12,942.21	Bank holdings at 31.05.26	
Add receipts	£5,580.12	Deposit Account	£16,410.29
Less payments	<u>£2,101.16</u>	Current Account	<u>£10.88</u>
	£16,421.17		£16,421.17

The reconciliation was noted by the council

d. Actions taken by the Clerk under the Scheme of Delegation

Councillors approved the actions taken by the Clerk:

Planning application 0154/26 Heathcot EX20 4AW; installation of replacement windows and doors – listed building consent. Following a majority positive response from Cllrs, submitted email to DNPA in support of the application.

Payment to Alpha Flags of £79.90 for the purchase of a "2 Yard" Devon flag as the council's contribution to Devon Day celebrations 4th - 7th June. The company do not offer a payment on invoice facility – all invoices must be paid before delivery.

Meeting closed at 20:00

06/2026

	Action required of	Action required	Outcome
1	Clerk	Forward to Steve Powne the contact details for officer dealing with disabled parking bay opposite the primary school.	
2	Clerk	Identify providers of Chapter 8 training more local to Lydford than those providers suggested by Devon Highways	
3	Clerk	Forward second estimate for construction of standing to DCC with a view to establishing what funding may be available to support the council	
4	Clerk	Establish from Katie West the correct procedure for identifying possible suitable locations for affordable housing	
5	Cllr Moyse	Request the owners of Widgery's to cut back their hedge at the corner of School Road and A386 to improve line of sight.	10.6.26 met with owners' daughter
6	Cllr Hulett	Discuss with Dartmoor Ranger how the surface of bridleways 6a & 16a might be improved, and how to upgrade the surface of the path to Ancient Spring	
7	Clerk	Investigate village street signs more closely resembling Gateway signs, to share designs and costs	
8	Clerk	Amend newly adopted policies / statements as agreed and post to website	