

Minutes of a Meeting of Silverton Parish Council
held Monday 6th December 2021 at 7.30 p.m. in the Silverton Community Hall

Present: Parish Cllrs A Melville, F Derbyshire, V Maylan, K Faulhaber, J Wright, S Cross, E Trebble & S Roach

3 members of the public attended

The Chairman thanked Cllr Cross for chairing the October and November meetings in his absence

The Chairman informed the meeting that this was to be Cllr Roach's last meeting as after years of service he was retiring from the Council. The Chairman wanted to place on record the Parish Council's thanks for his tireless works and the wisdom he brought to the table and wished him well in the future.

Minute 113422 **To note any Declarations of Interest**

None received

Minute 113423 **To note any apologies**

Apologies were received from District Cllr B Deed

Minute 113424 **Meeting open to any questions from members of the public**
- 10 mins

Mr Wise stated he was disappointed that the works between Park Road and Red Cross had not commenced today as planned. He gave his congratulations to everyone involved with the organising of the Remembrance Service and to the Parish Council for agreeing to the gate at the back of the Memorial which had helped considerably with wreath laying.

Mr Wise wondered if the same initiative could be used to find someone who could install the goal posts.

Minute 113425 **Minutes of the meeting held on the 1st November 2021**

With regard to Minute 113414(a) the Clerk pointed out the figure for the Contractor's cheque should have read £534.00 and not £300.00 as the payment included additional works on top of the monthly figure.

Cllr Cross proposed the Minutes be adopted as correct subject to the above amendment. Cllr Derbyshire seconded the proposal. A vote was taken with 7 in favour and 1 abstention.

Minute 113426 **Review of Action Plan**

Banking – The Chairman confirmed he and the Clerk would be looking into an alternative Bank in the near future

S106 projects and status. The Clerk will obtain up to date information and report to Budget Meeting.

The Clerk had prepared an interim spreadsheet for the Chairman which shows a total balance of £35,328.32 . From this should be deducted £9,538.00 in respect of the reserve account and circa £2,000.00 which represents the balance of the Neighbourhood Plan grant which was held in the Parish Council account. The Clerk had estimated known commitments to the end of the year of circa £6,108.00 which leaves a balance in hand of circa £27,000.00

Goal Posts – Cllr Wright confirmed the original contractor is not now able to install the goal posts. He has sent out specifications to other Contractors but to date has received no responses. He explained the goal posts are stainless steel and the F.A state these must be put in to a certain standard. He confirmed the Clerk had provided him with a copy of Council insurance which he is going to consider carefully. He has spoken to members of the community who may be able to help instal the goal posts but in order for this to happen he has to ensure appropriate insurance is in place both for the installation and to cover any accidents which could occur in the future.

Litter Bin in Rec – Cllr Wright confirmed he was waiting to see if another litter bin is required over and above the recycling bin currently installed.

Rope Bridge – Sutcliffe Play had confirmed a replacement rope bridge would be provided but had asked if anyone else could install the equipment as they are not able. It was agreed the Clerk ask if they have details of any contractors the Parish Council approach.

Hi-Line A Report of her meeting with Hi-line had been circulated to all Councillors by Cllr Maylan and she had assumed the Clerk would have received the quote by now but this was not the case. Clerk to chase.

Dog Signs – The Clerk reported that she had spoken with the Contractor in relation to the dog signs being repainted with waterproof paint. He had informed her that only specific paint can be used on tarmac which he has and which is waterproof. He will be re-painting the signs when the weather permits.

BT phone box - Clerk to continue to chase.

Minute 113427 Discussion with District Cllr J Wright

District Cllr Wright informed the meeting that the most important item currently was the setting of the budget for the next financial year which was a long drawn-out process. He asked if anyone had any areas where they think money could be saved

or spent then they should please contact him. He stated he had pointed out to MDDC that Committees drawing up Neighbourhood Plans need more help from the District Council.

With regard to the planning application at Silverdale Cllr Wright confirmed he had called this in today as he feels the community needs a chance to raise the various issues of concern they have. He was aware that the Planners and Developers are drawing up new plans details of which would be available to view on the Planning Portal.

With regard to the Fire Station, he has asked an estate agent for a valuation of the property and will try and get a total of 3 valuations.

Email address – Cllr Wright is in the process of trying to set up a Parish Council bespoke email address and he informed the meeting the cost would be £20 pa for a domain name and then Microsoft office 365 would cost £3 per month giving an annual total of circa £80 per year.

Cllr Roach proposed a budget of £100 be agreed. Cllr Faulhaber seconded the proposal. A vote was taken with all members present in favour. It was agreed the email address did need to reflect “Silverton Parish Council”.

Minute 113428 Planning

Cllr J Wright took no part in the following planning discussions as he is a District Councillor for the Ward and wishes to remain independent of the Parish Council so as to be able to represent parishioners if asked

(a) Applications:

21/02183/HOUSE – retention of 4 motion sensors with cameras and EV charging unit – Lavender Cottage, 34 fore Street, Silverton

Cllr Faulhaber proposed the Parish Council did not support the above application on the basis that the sensors/cameras remain facing onto people’s private land and onto High Street. He indicated that there does not seem to be any substantial change from the original application save for the voice activation. Cllr Maylan seconded the proposal. A vote was taken with 6 in favour and 2 abstentions.

21/02172/CAT – intention to fell a hedge of Conifer trees (T1) and 1 Conifer tree (T2) with Conservation Area – Old Police Station, 2 Parsonage Lane, Silverton

Cllr Faulhaber proposed the Parish Council support the above application. Cllr Derbyshire seconded the proposal. A vote was taken with 7 in favour and 2 abstentions.

21/02252/CLU – Certificate of lawfulness for the existing use of 3 buildings as permanent dwellings for a period in excess of 4 years – land and buildings at Springfield Farm, Hele

The Chairman proposed the Parish Council does not support the above application as notwithstanding building work that has taken place the buildings have the appearance of mobile

homes and the Parish Council remains of the view, they are mobile homes. Cllr Cross seconded the proposal. A vote was taken with 7 in favour and 1 abstention

Cllr Roach proposed the Parish Council ask the Planning Officer to carry out a site visit before a decision is taken. Cllr Maylan seconded the proposal. A vote was taken with 7 in favour and 1 abstention

Cllr Wright left the meeting at this point.

21/02315/LBC – Listed Building Consent for alterations to doors/windows, new roof lights to tiled roof and reconfiguration of some internal walls on ground and first floor – 22 King Street, Silverton

Cllr Faulhaber proposed the Parish Council supports the above application. Cllr Cross seconded the proposal. A vote was taken with all Councillors present in favour.

21/02313/HOUSE – Enlargement of external door and replace utility window with door – 22 King Street, Silverton + Listed Building Consent (21/02315/LBC)

Cllr Faulhaber proposed the Parish Council supports the above application. Cllr Roach seconded the proposal. A vote was taken with all Councillors present in favour.

(b) Approvals / Refusals

APPROVAL- Formation of new window opening and erection of a two-story rear extension – 12 Exeter Road, Silverton EX5 4HX

LISTED BUILDING CONSENT – internal alterations, installation of a velux window; formation of a new window opening and erection of a two-story rear extension – 12 Exeter Road, Silverton

(c) Any other Planning matters

None

Minute 113429 **Finances**

(a) Monthly invoices

- (i) Mrs S Woodland – Clerk's wages (£631.79) + expenses (£53.49)
- (ii) Mr D Marsden – Contractor's monthly invoice (£300.00) +weeding the Square (£48.00)
- (iii) Mrs G Barrett – Neighbourhood Plan expenses (Envelopes) - £9.99
- (iv) Sam Campbell Landscaping – grass cutting - £384.00
- (v) Bill Croome – rope for NP banners £15.08

The Chairman proposed the above invoices be approved for payment. Cllr Maylan seconded the proposal. A vote was taken with all Councillors present in favour.

(b) Other financial matters

- (i) Recreation Field Task/Finish Group:

(a) Request for Parish Council to pay for promotional materials for Big Rec Project

Cllr Maylan confirmed the Group had held various meetings and agreed to call the project the "Big Rec Project". The Group were hoping to raise £50,000 for the project but felt promotional materials would be required and would require banners, posters etc around the village.

The Chairman proposed it was agreed it was important that promotional materials inform and invite parishioners to put forward any ideas they have and it was hoped this material would be available early in the New Year. In principle the Parish Council agrees that this activity should take place and further discussion as to funding would take place when financial figures are submitted to the Budget Meeting in January. Cllr Derbyshire seconded the proposal. A vote was taken with all Councillors present in favour.

(b) Urgent request for railing up steps to large slide which is currently thought to be dangerous fall risk for small children and any child with disability

It was agreed to hold over this item to when discussions on ROSPA reports take place later in the Agenda.

(c) Request to use Parish Council bank account for Go Fund Me page and other fund-raising monies

Cllr Maylan informed the meeting that when fund raising took place to acquire the Children's Play Area and Skate Board the Parish Council held the monies donated and any grants ringfenced in the Council's PC account. She indicated the Parochial Trust will only give a grant to this project on the condition the funds were held specifically for the current project. Mrs Sleep wants to set up a Go Fund Me page along with other Parishioners who may wish to raise funds also. It was noted the cost of such a funding stream was 2.9% + 25p per donation for Go Funding

The Chairman proposed the Parish Council will hold financial donations that are made to the Big Rec Project subject to confirmation this is legal following advice from our Internal Auditor. Cllr Cross seconded the proposal. A vote was taken with all Councillors present in favour.

(d) Consent for Task/Finish Group to apply to Viridor for a Grant on behalf of Parish Council

In order to obtain a Viridor grant the Parish Council would need to contribute 10% of the grant given. The Group are considering applying for a grant of £30,000.00 and therefore the Parish Council would need to contribute £3,000.00. Cllr Maylan explained there was a degree of urgency in this regard as the first stage of the grant application needs to be submitted in January.

Cllr Cross proposed the Parish Council agree to contribute 10% of any grant received to a maximum of £30,000.00. Cllr Roach seconded the proposal. A vote was taken with all Councillors present in favour.

A discussion arose regarding the on-going maintenance of equipment, facilities and wider issues. It was agreed enquiries need to be made by the Group as to who would be able to carry out a maintenance contract in order that any costings can be considered at the forthcoming Budget Meeting. The Clerk will enquire of MDDC as to who they use for on-going maintenance of equipment, facilities of play equipment and Cllr Cross agreed she would also approach contractors with a view to obtaining quotations.

(ii) Consider Contractor's quotations for annual public liability insurance

Two quotations had been received in respect of the Contractor's annual public liability in the sums of £233.00 and £375.00. Cllr Derbyshire proposed the Parish Council accepts the quotation of £233.00. Cllr Cross seconded the proposal. A vote was taken with all Councillors present in favour.

(iii) Light in Church Path (requested by Chairman)

The Chairman informed the meeting that the light in the Church Path from Newcourt Road requires a new light fitting. Although it is believed this light does not belong to the Parish Council the Street Lighting Department at DCC states the electricity comes from a street lighting in the Square and that the Parish Council is responsible for the light. The Church Warden had approached the Chairman to try and reach a solution as to repair/maintenance of the light and the Chairman had indicated he would bring to this meeting the suggestion that the Parish Council contribute half of the total cost which is anticipated to be in the region of £500.

After discussion the Chairman proposed the Parish Council contributes half of the total cost of the replacement light to a maximum payment of £500 by the Parish Council without any admission of liability on the part of the Parish Council and the Church Electrician to carry out the work if he is able to do so. Cllr Derbyshire seconded the proposal. A vote was taken with all Councillors present in favour.

It was noted if the Church Electrician is not able to carry out the works the project will need to be re-costed

Minute 113430 **Consider annual ROSPA Reports**

The Clerk had circulated the ROSPA Reports to all Councillors prior to the meeting. The Chairman pointed out these give risks and recommendations in two reports, one covering the Skate Park and one covering the Children's Play Area.

Play Area

The Chairman pointed out some areas of the report would need specialist maintenance whereas others the Parish Council can organise itself. Many items were low risk with low tasks

Medium risks

Multi-play area –there are loose fixtures and the seat frame needs attention

Rocker See Saw – handle has broken off.

Swing single point – needs dismantling and inspecting.

At the time of the reports the area needed strimming

The Chairman proposed with regard to the remedial action proposed in the reports the Parish Council will tolerate the risk whilst it urgently identifies contractors and quotes for consideration at Budget Meeting. Cllr Cross confirmed she would make the necessary enquiries. Cllr Roach seconded the proposal. A vote was taken with all Councillors present in favour.

Minute 113431 **Review of grass cutting specification**

The Clerk confirmed she had informed the current contractor that the Parish Council were going out to tender due to his inability to be fulfill the contract during the past financial year

After discussion it was agreed the Specification would need updating to include strimming, bramble clearing, tree trimming (not tree surgery), maintaining paths in the Recreation Field in order these did not become impeded again.

Cllr Faulhaber confirmed he would provide a plan showing the trees in the Recreation Field which would need to be trimmed. This plan would be included with the Specification Plan. The tender will be circulated by email to Councillors prior to being made public

Minute 113432 **Set a date for January Budget Meeting**

It was agreed to hold the meeting, provided the room was available on Thursday 13th January 2022

Minute 113433 **Public Spaces Protection Order – proposed signage**

An email had been received from MDDC asking if the Parish Council wished to fit the new signs and any views as to where they should be sited. It was agreed MDDC could fit and make the decision as to placement.

Minute 113434 **Joint Beacon Lighting Event meeting with Bradninch Town Council re Queen's Platinum Jubilee June 2022**

Cllr Cross agreed she would be willing to represent the Parish Council at any meeting. Clerk will provide her contact details to Bradninch Town Council.

Minute 113435 **Neighbourhood Plan update**

The Neighbourhood Plan Committee are currently reviewing the Plan to ensure everything is up to date.

Minute 113436 **Correspondence**

(a) Invitation to join Raddon Hills Group

An email had been received inviting the Parish Council to join the Raddon Hills Group which is a Group of Parish Councils which was set up in 2011 to allow Councillors from neighbouring Parishes to meet up on a regular basis to share ideas/best practice and look at common problems and issues faced by Parishes. Sarah will do January

Cllr Cross confirmed she would attend in January and the Clerk confirmed she should be able to attend quarterly meeting thereafter

- (b) Notification of temporary prohibition of traffic – Parsonage Lane – 6th December to 19th December 2021 for new gas supply to 16 & 18 Parsonage Lane

Noted

Minute 113437 **Matters brought forward by the Chairman**

No matters were brought forward.

Meeting closed at 9:25