

Minutes of the meeting of Silverton Parish Council
held Monday 6th June 2022 at 7.30 p.m. in the Silverton Community Hall

Present: Parish Cllrs A Melville, S Cross, K Faulhaber, J Wright (also as District Cllr), V Maylan, E Trebble, S Hedges, O Kennard and Vincent Miller

Minute 113525 **To note any Declarations of Interest**

None received

Minute 113526 **To note any apologies**

Apologies were received from County Cllr M Squires and District Cllr B Deed

Minute 113527 **Meeting open to any questions from members of the public – 10 mins**

Mrs T Allwright attended the meeting as she said she was concerned about the speed delivery vans etc were travelling in Park Close and asked if any signs could be erected pointing out children play in this area. She pointed out there are two childminders in Park Close and children play on the road regularly. Unfortunately a cat had also been hit in this area. She stated she would appreciate any advice on how to make area safer and she had spoken with District Cllr Wright as to whether a bench could be placed on the grassed area at Park Close.

Mr Tubbs stated he was also concerned regarding the speed of vehicles in this area. He pointed out there was a sign near the bungalows which says “no ball games” which perhaps needs removing as children play in this area.

The Chairman explained it had been the Parish Council’s intention to have the grass owned by MDDC and DCC transferred to the Parish Council but unfortunately this had not happened. Cllr Wright confirmed concerns had been expressed by others in the village regarding speeding and comments made in the Neighbourhood Plan consultation also shows this. District Cllr Wright explaining he represents both Silverton and Ellerhayes at District Council level and a bid has been submitted to DCC for 20mph areas. It had been confirmed at a recent meeting with DCC that signs cannot be placed on any DCC furniture in the village but it may be possible to do so on others. Cllr Maylan confirmed the meeting with DCC had been very useful although slightly demoralising as there was no funding available for any projects. The Parish Council can put some signs up and these could be added to the gateway signs but it would be at cost of the Parish Council. The Parish Council are also able to request, via County Cllr Squires, a SCARF when the Neighbourhood Highway Officer would attend and take speed readings. District Cllr Wright confirmed he would also include these concerns in the traffic “20 is plenty” Plan.

Mr Wise informed the meeting that Babylon Lane is currently dry but the drains are blocked again and queried if a Lengthsman is available. The Chairman explained the Parish Council did consider this option a couple of years ago but it proved cost prohibitive. The Chairman pointed out DCC do train volunteers but the Parish Council are required to purchase the equipment and materials and training was disproportionate for filling pot holes. It was noted the road surface had been patched but problems are anticipated again when it rains. The

Chairman explained it was the landowners responsibility to maintain drains, gulleys etc in the majority of cases and the Parish Council would ask DCC to remind landowners to keep their gulleys etc clear.

Minute 113528 **Minutes of the meeting held on the 9th May 2022**

The Chairman proposed the Minutes be accepted as a true and accurate record of the meeting. Cllr Trebble seconded the proposal. A vote was taken with all Councillors in favour.

It was noted that Mr Blackburn had confirmed his willingness to remain a Parish Council Trustee on the Silverton Parochial Trust and Cllr Faulhaber proposed his further appointment. Cllr Maylan seconded the proposal. A vote was taken with all Councillors in favour.

Minute 113529 **Review of Action Plan**

Change of Bank: The Clerk reported that despite being informed by Lloyds Bank that the application for a business account could be completed on line, the information on line states that if the applicant is a Parish Council then the Bank must be contacted by telephone to set up the account. The Clerk had attempted to speak to the Bank but to date each time she had tried she had been “on hold” for over 45 minutes each time and not been successful in speaking to anyone. She would continue to try.

Phone box – it was noted the telephone box had been repainted but it had been understood a new door would be installed prior to painting and this had not taken place. The Clerk will contact BT for clarification.

Facebook – Cllr Hedges confirmed he had drafted the Facebook page and this is progressing. He needs a photograph of the Parish seal and is waiting for someone to provide the key to the cabinet.

Queens Jubilee – The organisation which took place for the Queen’s Platinum Jubilee had involved a huge effort by numerous people and it had proved a great success. Thanks were given to the owners who agreed the Beacon could take place on their land, FOSS who ran the bar, Bradninch Town Council, Cllr S Cross and Mrs Jane Isaac together with the various volunteers who also gave their time freely.

“20 is plenty” – Cllr Wright stated that new green signs need to be drafted which will then be forwarded to County Cllr Squires and the Neighbourhood Highway Officer for approval before he engages with Twenty Twenty Property again. Cllr Wright also confirmed he would try and obtain costings for other signs mentioned at the meeting this evening.

Quotation re repairs highlighted in ROSPA report – Sutcliffe Play had not as yet responded further and the Clerk will chase for a response.

Minute 113530 **Discussion with District Councillor J Wright on any relevant issues**

District Cllr Wright confirmed he had been re-elected Chair of the Environment Policy Development Group which covers areas he is passionate about. He also sits on the Boundary Review Committee.

Extra work is being carried out to support Ukrainian refugees and the District Council is trying to put in place some resources

Second homes in Devon is currently being discussed and whether this impacts on the housing crisis? He asked if anyone was aware of any problems in this regard to let him know as soon as possible.

Minute 113531 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:

22/00900/CAT – Notification of intention to fell one Ash tree (T1) and trim 3m from overhanging branches from one Oak Tree (T2) within a Conservation Area – **Bycott, School Road, Silverton**

Cllr Faulhaber proposed the Parish Council supports the above application. Cllr Cross seconded the proposal. A vote was taken with all Councillors in favour save Cllr Wright who did not vote.

22/00355/HOUSE – Erection of side extension – **2 Davies Close, Silverton**

Cllr Faulhaber proposed the Parish Council supports the above application. Cllr Kennard seconded the proposal,. A vote was taken with all Councillors in favour save Cllr Wright who did not vote.

22/00755/FULL – Erection of 2 dwellings following demolition of industrial sheds – MH West & Son, The Garage, Silverton

Cllr Faulhaber proposed the Parish Council supports the above application. Cllr Trebble seconded the proposal. A vote was taken with all Councillors in favour save Cllr Wright who did not vote.

(b) Approvals / Refusals by MDDC

FULL PLANNING PERMISSION for the erection of single storey extensions following demolition of existing lean to structure (Revised Scheme) – **32 Ellerhayes, Hele EX5 4PU**

FULL PLANNING PERMISSION for the erection of single storey extension and first floor extension above garage – 4A Old Butterleigh Road, Silverton

(c) Any other Planning matters

None

Minute 113532 Finances

To note payment of the deposit to Rhino Play (SW) in the sum of £16,853.40 on the 14th May 2022 under Chq No: 002637

(a) Monthly invoices

- (i) Chq No: 002638 - Mrs S Woodland – Clerk's wages (£805.56), Back Pay re NALC agreed pay rises for Clerks (£205.01), Expenses = Defibrillator pads (£342.00) DCC meeting expenses (£10.10), Book 1st class stamps (£7.60), printer ink (£42.50) & £4.77 new self

adhesive Defibrillator signs. Total= £1,308.64

- (ii) Chq No: 002639– Mr D Marsden – Contractor’s monthly invoice (£300.00) + Weeding (£12.00). Total £312.00
- (iii) Chq No: 002640 – Marbles FD Limited – Internal Audit fee (£480.00)
- (iv) Chq No: 002641 – CANCELLED
- (v) Chq No: 002642 – Rhino Play – installation of handrails in Children’s Play Area (£1,790.40)
- (vi) Chq No: 002643 – Sylvawood Agriculture Ltd – wildflower seed packets for Platinum Jubilee (£211.20)
- (vii) Chq No: 002644 – CANCELLED
- (viii) Chq No: 002645 – Mrs J Isaac – Platinum Jubilee expenses (£403.27)

The Chairman proposed the above accounts be accepted for payment except Chq No 002641 in respect of the Council’s annual indemnity insurance. Cllr Cross seconded the proposal. A vote was taken with all Councillors in favour.

An amended quotation had been received from Zurich Municipal which included cover for the new equipment on an “all risk” basis and this increased the annual premium to £830.00. Cllr Maylan pointed out that there had recently been an incident with teenagers who had broken down the Harris Fencing in order to use the Pergola. The teenagers had been drinking and had been very loud until the early hours of the morning.

Cllr Maylan proposed the amended quotation be accepted. Cllr Cross seconded the proposal. A vote was taken with all Councillors in favour.

- (ix) Chq No: 002646 – Zurich Insurance – Annual Public Insurance + additional “all risk” cover in relation to the new play equipment.

(b) Other financial matters

- (i) To note receipt of S106 monies in the sum of £7,265.00 to be utilised towards new Play Equipment within the Big Rec Project

This receipt was noted

- (ii) To consider Report by Internal Auditor for year ended 31st March 2022

A copy of the Report had been circulated to all Councillors prior to the meeting. The Chairman pointed out there were a couple of recommendations in the report but in the main our Internal Auditor had confirmed the Parish Council has effective systems of control in place. The Chairman stated it would be necessary to ensure the Code of Complaints Policy aligns with the Standing Orders.

- (iii) To appoint Parish Councillor to carry out quarterly financial checks

After discussion the Chairman proposed Cllr J Wright be appointed to carry out quarterly financial checks. Cllr Trebble seconded the proposal. A vote was taken with all Councillors in favour.

- (iv) To complete:

(a) Section 1 of the Annual Governance Audit Return for year ended 31.3.2022

A copy of the AGAR had been circulated to all Councillors prior to the meeting for their information purposes and the following replies given:

Q1 = Yes
Q2 = Yes
Q3 = Yes
Q4 = Yes
Q5 = Yes
Q6 = Yes
Q7 = Yes
Q8 = Yes
Q9 = Yes
Q10 = N/A

The Chairman proposed the above replies be agreed. Cllr Cross seconded the proposal. A vote was taken with all Councillors in favour.

(b) Section 2 of the Annual Governance Audit Return for year ended 31.3.2022

The Chairman confirmed the set of figures reflected those which were submitted to the Internal Auditor and he proposed these be agreed as a true and accurate record. Cllr Cross seconded the proposal. A vote was taken with all Councillors in favour.

Minute 113533 **Review of Policies**

The Clerk to update email addresses where necessary.

“Code of **Practice**” – spelling wrong and Clerk to amend

Complaints
Data Protection
Equality and Diversity
Press and Media
Website
Financial Reserves
General Privacy Notice

The Chairman proposed the above policies be agreed. Cllr Hedges seconded the proposal. A vote was taken with all Councillors in favour.

Press and Social Media Policy:

It was accepted a revised Press and Social Media Policy was required to reflect social medial use and Cllr Wright will draft a Policy for consideration at the July meeting.

Minute 113534 **Annual Review of Statement on Internal Control**

A draft Statement had been circulated to all Councillors prior to the meeting and the Chairman proposed this draft be adopted. Cllr Kennard seconded the proposal. A vote was taken with all Councillors in favour.

Minute 113535 **Request from a resident for speeding sign in Park Close to limit**

accidents to children and animals

It was agreed this item had been dealt with in the Public Participation section of the meeting. Cllr Faulhaber pointed out that where he used to live there was a problem near a school and the residents had used their cars as a chicane to slow traffic which worked really well.

Minute 113536 **Update by Chairman of Big Rec Project**

Cllr Maylan confirmed she had just completed the quarterly report for Viridor which has been accepted. The gazebo is nearly complete and there are two pieces of play equipment which are awaiting completion. A further piece of equipment is awaited. The Table Tennis table has been erected. People are using the park for picnics etc and area is currently being well used. Cllr Wright gave his congratulations to everyone in the Group for the time and work they have put into the project.

New “no dog” signs are required and Cllr Wright confirmed he would draft these for approval.

It was noted the goalposts are wobbly. Cllr Wright stated that normally wedges are put in to stabilise the goalposts but these had not been provided. The Clerk will ask the Contractor if wedges can be provided.

Minute 113537 **Update by Chairman of Sub-Committee re Old Fire Station**

Cllr Wright proposed the Parish Council should not consider selling this site as it does not appear popular in the village. Cllr Trebble seconded the proposal. A vote was taken with all Councillors in favour.

Cllr Wright stated that the Parish Council should accept the findings from the community and retain the building as a community asset. Over the next couple of months he will contact those who had shown an interest in other options asking if they would meet with a Sub-Committee to discuss proposals. Cllr Wright confirmed he would also will contact the Scouts to update them.

Cllr Cross proposed, should the Scots no longer need any of the items which remain in the Old Fire Station, that a cleaning up day could be arranged.

Minute 113538 **Neighbourhood Plan update**

At the last meeting, the committee went through the updates carried out so far and with some further additions and alterations, they were accepted. Further updating is continuing.

The committee members, who have been dealing with the housing policies, attempted a parking survey last year which produced little response. They have now prepared another trial parking survey to post through doors along some of the roads with the worst parking problems. This will happen over the next couple of weeks and the surveys will be collected five days later. It is hoped that this way people will feel more able to engage as parking certainly came high on the list of main issues highlighted in the Consultation held last autumn.

Minute 113539 **Update on meeting with Neighbourhood Highway Officer and County Cllr M Squires.**

The Clerk had circulated prior to the meeting an Attendance Note of the meeting with the Neighbourhood Highway Officer, County Cllr M Squires, Cllr Maylan, Cllr Kennard and herself.

Minute 113540 **Mini Market report for June**

Cllr Cross stated only two items were raised:

1. There was a light out in French Close and
2. A gentleman had suggested the grass area at Davies Close be used for car parking. It was noted this area belonged to MDDC and not the Parish Council.

A discussion arose regarding the provision of a Parish Council sign for the Mini Market and Cllr Hedges confirmed he would draft a sign for consideration.

The Mini Market Rota was agreed to December 2022 and the Clerk would circulate this to all Councillors

Minute 113541 **Correspondence**

(a) None received

Minute 113542 **Matters brought forward by the Chairman**

Cllr Wright stated that he had thanked the grass contractor when he saw him on the Bury for the work he was doing.

It was noted that the Contractor should be asked not to cut the Little Rec on Friday 5th August if this should be the day he would normally visit as it will be in use in readiness for the Street Market.

Cllr Trebble stated that the High Street sign was being covered by weeds from the stream.

Meeting closed at