

Minutes of the meeting of Silverton Parish Council
held Monday 6th February 2023 at 7.30 p.m. in the Silverton Community Hall

Present: Parish Cllrs A Melville (Chairman), S Cross, K Faulhaber, J Wright, O Kennard, V Maylan, E Trebble & S Hedges

Minute 113656 **To note any Declarations of Interest**

None

Minute 113657 **To note any apologies**

Apologies had been received from County Cllr Margaret Squires. It was noted that District Cllr B Deed had recently been unwell and apologies had been received from his partner.

Minute 113658 **Meeting open to any questions from members of the public – 10 mins**

Mr Jim Wise raised the problems with parking in the Square and asked if a herringbone parking system would be possible. Cllr Faulhaber pointed out it can be difficult to park with a herringbone system. The Chairman advised Mr Wise to contact County Councillor Squires.

Minute 113659 **Minutes of the Budget Meeting held on the 4th January 2023**

The Chairman proposed the Minutes of the Budget Meeting be signed as an accurate record. Cllr Cross seconded the proposal. A vote was taken with all Councillors present in favour.

Minute 113660 **Minutes of the meeting held on the 9th January 2023**

The Chairman proposed the Minutes of the meeting held on the 9th January 2023 be signed as an accurate record. Cllr Trebble seconded the proposal. A vote was taken with all Councillors present in favour.

Minute 113661 **Review of Action Plan**

Item 2 - Internet Banking – technical issues were being experienced and the Clerk and Chairman were to meet to try and submit the application form

Item 3 - S106 monies– Cllr Cross explained there were two pots of money of S106 money from two projects which had been allocated towards a scheme on the land adjacent to the Children's Play area. It had been agreed some time ago that this scheme would not be proceeding. Cllr Cross had contacted the Legal Department of MDDC to ask for details of the Planning Obligations and whether she should contact the Monitoring Officer but had received no response to date.

Item 4 - Park Road – An email had been received from County Cllr Squires confirming she has discussed this with the local Neighbourhood Officer and he had indicated there is ongoing dialogue with the adjacent landowner regarding drainage. It was agreed to ask County Cllr Squires whether or not the Deed of Easement had as yet been drafted.

Item 5 - Old Fire Station. Cllr Cross confirmed the Street Market Committee were happy in principle with the Licence although she does need to amend this slightly to reflect the organisation and not just Committee.

Cllr Cross proposed that the Licence be amended to reflect the organisation and not just the Committee. Cllr Maylan seconded the proposal. A vote was taken with all Councillors present in favour.

Item 6 – Tree to commemorate the late Queen’s Platinum Jubilee. Cllr Faulhaber stated he had spoken to one of the Federation at the Primary School who will arrange a planting ceremony with children. He set out the payment options for the tree and confirmed he would ask the best way the supplier which was the best way. The Chairman confirmed if he paid the invoice this would be reimbursed to him at the following meeting.

Item 7. ROSPA reports – a specification was being drafted which would then be sent out to relevant contractors with an invite to tender

Item 8 – “20 is Plenty” – it was agreed this item could be removed.

Item 9 – Goalposts – on-going

Item 10 – Reimbursement of costs re Jubilee – Cllr Cross confirmed that Bradninch Town Council’s expenditure was similar to Silverton’s and therefore no refund was due. It was agreed this item could be removed from the Action Plan

Item 11 – Replacement bin liners – the Clerk confirmed these were still not available

Item 12 – Removal of rubble behind the Old Fire Station – the Clerk confirmed she had chased but no response to date.

Item 13 - RBL seat. Cllr Kennard stated Carrie Martin had indicated the RBL would be delighted for the Parish Council to take over responsibility for the seat and had asked how to gift the seat to the Parish Council. Clerk to ask Mrs Martin to confirm in writing that the seat would be a gift to the Parish Council in perpetuity

Item 14 – Cobbled path – a specification was being drafted which would be sent to contractors with an invite to quote for the work

Item 15 - Stagecoach – Cllr Wright confirmed he had sent an email to Devon County Council and had pointed out the 4 points raised at the public meeting. He had shared the survey with the Officer and asked for a meeting.

Item 16 - Landmark tree – it had been confirmed the Parish Council would be receiving a Hornbeam tree and the date of delivery was awaited.

Item 17 - Old Fire Station signage – Cllr Wright confirmed this was on-going.

Item 18 – Bus Stop at Upexe – Cllr Wright confirmed the vegetation had been cut back and it was agreed this item can be removed from the Action Plan

Item 19 – A letter had been sent to MDDC and this item can be removed from the Action Plan

Item 20 – Skate Park - Evolution Skate Park had confirmed they will be carrying out the annual inspection as requested

Item 21 – Pensions Regulator – confirmation had been received from the Pensions Regulator indicating a re-declaration of compliance with the Pensions Regulator under the Pensions Act 2008 had been completed and it was agreed this item can be removed from the Action Plan

Item 22 – Asset Register – this was an Agenda item

Item 23 – Tree on Bury – a response was awaited from Hi-Line

Item 24. – Mr and Mrs Shoebottom – a response from Mr and Mrs Shoebottom had been emailed to all Councillors prior to the meeting. The Chairman indicated that the matter was now closed from the Parish Council's point of view and the item can be removed from the Action Plan

Minute 113662 **Discussion with District Councillor J Wright & Cllr B Deed on any relevant issues**

District Cllr Wright confirmed there was nothing to report for Silverton in particular. He confirmed that budgeting is the main issue for District Councillors currently. He confirmed at the last Cabinet meeting it had been resolved to continue to fund the Three Rivers Company and he had objected to this.

Minute 113663 **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:

23/00115/CAT –Notification of intention to crown thin 1 Cedar tree and croft lift the lower branches to give appropriately 4m clearance from ground level within the Conservation Area – 22 King Street, Silverton

Cllr Faulhaber proposed the Parish Council supported the above application. Cllr Kennard seconded the proposal. A vote was taken with 7 in favour - Cllr Wright did not vote.

23/00041/HOUSE – Erection of a fence on front retaining wall – 1 Tiverton Road, Silverton

Cllr Faulhaber proposed the Parish Council supported the above application. Cllr Maylan seconded the proposal A vote was taken with 7 in favour - Cllr Wright did not vote.

23/00063/LBC – Listed Building Consent for repairs to roof – 15 Newcourt Road, Silverton

Cllr Faulhaber proposed the Parish Council supported the above application. Cllr Cross seconded the proposal A vote was taken with 7 in favour - Cllr Wright did not vote.

(b) Approvals / Refusals by MDDC

APPROVAL re Variation of Condition 7 of 21/00640/FULL – Change of use of land for the erection of one until of holiday accommodation – to allow low voltage outside lighting – land at NGR 297302

107639 (Pound Farm, Butterleigh

APPROVAL for the retention of residential access and associated works – Land and buildings at Springfield Farm (Hawthorn Lodge, Brookford Lodge, The Gatehouse) Hele (planning ref: 21/02555/FULL)

PERMISSION for the non material amendment for 20/01455/House to allow amendments to the design of the extension – Greenslinch House, Silverton

NO OBJECTION for the removal of 3 birch trees, 1 plum tree and 1 apple tree within a Conservation Area – Ivy Cottage, 28 Fore Street, Silverton

REFUSAL of Certificate of Lawful Use relating to the proposed erection of a side extension – 24 Silverdale, Silverton (planning ref: 22/02344/CLP)

APPROVAL – erection of first floor side extension, the enclosure of the rear space and alterations – 13 Livinghayes Road, Silverton

TREE REGULATIONS ORDER – to reduce the overall crown of 1 Scots Pine tree by up to 3m in height and up to 1.5m in spread and reduce the overall crown of 1 Monterey Pine tree by up to 3m in height and up to 2m in spread within the Conservation Area

(c) Any other Planning matters

None

Minute 113664 Finances

(a) Monthly invoices

Chq 002705	Mrs S Woodland – Clerk’s wages (£691.56)
Chq 002706	Mr D Marsden – Contractor’s monthly invoice - £300.00
Chq 002707	Society of Local Council Clerks – annual subscription - £148.00
Chq 002708	Mrs S Woodland – External Defib Cabinet - £405.00
Chq 002709	Mrs S Woodland – annual “Norton” antivirus fee - £49.99
Chq 002710	Mrs V Maylan – Plaque for Children’s Play Area - £81.99

The Chairman proposed the above invoices be accepted for payment. Cllr Cross seconded the proposal. A vote was taken which was unanimous.

(b) Other financial matters

(i) King’s Coronation celebrations (requested by Cllr Cross)

Cllr Cross confirmed she had met with Jane Isaac last week who is happy to organise an event for the Parish. She had asked if the Parish Council would support the event. Cllr Cross confirmed she would be happy to attend any meetings and will report back to the Parish Council if and when funding is needed. Zurich had confirmed events with less than 2,000 people attending will be covered for public liability provided (a) appropriate risk assessments are carried out (b) comply with HSE guidance (c) volunteers/staff are trained and (d) ensure 3rd party suppliers have their own Public Liability Insurance

(ii) To consider grass cutting contract renewal

The Chairman indicated that the current contractor had sent an unsolicited quotation for next year which has been increased by 10% to take account of price increases. Above inflation increases had been made in relation to the grass cutting of the Children's Play area due to the additional play equipment which meant it was unable to be cut with a ride-on machine, regular maintenance of the bramble areas which reflects the time taken based on previous year's records.

The Chairman explained that under Standing Orders the Parish Council should obtain 3 quotations for the work. It was generally agreed the Contractor is very good and the Chairman explained if it was the Parish Council's wish to retain the current Contractor Standing Orders could be suspended.

After discussion the Chairman proposed Standing Order 10(d) be suspended in order that the Parish Council does not have to obtain further quotes for this work. The Parish Council are very satisfied with the current contract at a reasonable quote and historically tenders have been difficult to obtain. Cllr Faulhaber seconded the proposal. A vote was taken with all Councillors present in favour.

The Chairman confirmed the quotation received from Parsons Landscapes Limited for the period 1 March 2023 to 29th February 2024 to be £6,636.00

The Chairman proposed the Parish Council accept the quotation from Parsons Landscapes Limited for one year. Cllr Maylan seconded the proposal. A vote was taken with all Councillors present in favour.

Minute 113665 **Neighbourhood Plan update**

Mid Devon District Council (MDDC) have the Neighbourhood Plan and accompanying documents out to consultation for six weeks from 18th January to 3rd March. Hard copies can be viewed at the Tiverton Library, Phoenix House EX16 6SA, Cullompton Library, The Hayridge, Exeter Hill EX15 1DJ and in St Mary's Church Silverton, EX5 4HS, courtesy of the The Rev Paul Kingdom. A copy can be borrowed from Cllr Kennard on 01392 861273. Online versions are on the Parish Council website via the following link: <https://www.middevonparish.co.uk/silverton/neighbourhood-plan/>

MDDC are now in the process of tendering for Examiners. The Neighbourhood Plan committee will have a say in the final choice of Examiner which the Plan and accompanying documents will be submitted to for examination.

Minute 113666 **Consider Parish Councillor recruitment (requested by Cllr Cross)**

It was noted the District and Parish Elections will take place in May. Cllr Cross stated she would like Councillors to think of ideas on how to encourage people to stand for Parish Councillor. She said she had wondered whether a member of the PTA would be willing to stand for, say, one year on a rota. There is a need to get the information into the public domain as to how to apply. Cllr Cross confirmed she would draft a poster for Facebook and the Noticeboard. It was queried whether the Parish Council could have a banner to display at the Mini Market or other events.

Cllr Kennard confirmed she would ask Bill Croome for details as he had arranged the banner for the Neighbourhood Plan.

It was agreed to review this item in March.

Minute 113667 **Annual Review of Financial Regulations**

After discussion the Chairman proposed the Parish Council adopt the Financial Regulations unamended. Cllr Faulhaber seconded the proposal. A vote was taken with all Councillors present in favour.

Minute 113668 **Annual Review of Code of Conduct**

The Chairman proposed the Parish Council adopts the Code of Conduct unamended. Cllr Maylan seconded the proposal. A vote was taken with all Councillors present in favour.

Minute 113669 **Annual Review of Publication Scheme**

The Chairman proposed the Parish Council adopts the Publication Scheme unamended. Cllr Wright seconded the proposal. A vote was taken with all Councillors present in favour.

The Chairman proposed that an additional item to the Agenda be included at this point in order to review the Fixed Asset Register. Cllr Cross seconded the proposal. A vote was taken with all Councillors present in favour.

Minute 113670 **Annual review of Asset Register**

The Chairman proposed the Parish Council adopts the Asset Register with the inclusion of the additions agreed at the January meeting. Cllr Cross seconded the proposal. A vote was taken with all Councillors present in favour.

Minute 113671 **February Mini-Market report**

Cllr Kennard reported the following:

Trouble makers in the village: It was agreed that the Police were notified previously of problems in the village and it was stressed Parishioners must report any unsocial behaviour issues to the Police

Grass area in Wyndham Road – a parishioner had asked if this area could be used for car parking as cars do currently park on it. The Chairman explained this area was owned by MDDC but the Parish Council may look to adopt it in the future.

British Legion seat – this had been discussed above.

It had been reported that a car parked on the hard-standing outside the West door of the Church. The Clerk confirmed the Parish Council owned this area which many years ago had been improved for the benefit of wedding cards/hearses to be able to park to have access to the Church.

Minute 113672 **Correspondence**

- (i) Notes relating to Raddon Hills Area Group meeting on 25.1.2023

Noted

- (ii) Request from WI to site a commemorative bench to mark 100 years of the WI in Silverton

It was agreed the Parish Council would welcome another bench if this could be gifted in perpetuity for insurance purposes.

The Chairman proposed the Parish Council would welcome another bench if this could be gifted in perpetuity for insurance purposes. Cllr Maylan seconded the proposal. A vote was taken with all Councillors present in favour.

Minute 113673 **Matters brought forward by the Chairman**

Cllr Maylan reported that logs from the recent works to the Oak tree remained in the Recreation Field. The Clerk confirmed she understood the Primary School were to remove these for a project but she would check to see if they had all they need.

Cllr Trebble reported she was recently walking on the pavement and a delivery van drove onto the pavement and nearly hit her and her dog. She was concerned for anyone who could not get out of the way. The Chairman confirmed this was an on-going issue the Parish Council was monitoring.

Cllr Cross reported the clothes bin was again overflowing and dozens of bin bags were surrounding it. She confirmed she would phone the Charity and ask that these be removed.

Meeting closed at 21.13