

**Minutes of the Annual meeting of Silverton Parish Council**  
**held Monday 15<sup>th</sup> May 2023 at 7.30 p.m. in the Silverton Community Hall**

**Present:** S Cross, O Kennard, V Maylan, E Trebble & S Hedges

**Minute 113700**      **Elected Councillors to sign Declaration of Acceptance of Office Forms**

All Cllrs signed their Declaration of Acceptance of Office forms in the presence of the Clerk.

**Minute 113701**      **Election of Chairman**

The Retiring Chairman, Cllr A Melville, welcomed everyone to the meeting and congratulated those who had been re-elected as Parish Councillors and he congratulated Cllr J Wright on being re-elected as the Parish's District Councillor. The Retiring Chairman asked for any nominations for Chairman. Cllr Maylan proposed Cllr Cross be nominated Chair for the forthcoming year. Cllr Hedges seconded the proposal. A vote was taken with 4 in favour; Cllr Cross did not vote. The Retiring Chairman left the meeting at this point.

**Minute 113702**      **Apologies for absence**

Apologies had been received from County Cllr Margaret Squires.

**Minute 113703**      **To consider any nominations to be co-opted to the Parish Council**

District Cllr J Wright apologised and informed the meeting his Parish Council nomination papers had not been submitted within the time limit due to reasons outside his control and he would welcome being co-opted back onto the Parish Council. Cllr Trebble proposed that District Cllr Wright be co-opted onto the Parish Council. Cllr Kennard seconded the proposal. A vote was taken with all Cllrs in favour.

**Minute 113704**      **Election of Vice-Chairman**

After discussion Cllr Maylan confirmed she would be willing to stand as Vice-Chair but only for the forthcoming year. Cllr Hedges proposed Cllr Maylan be elected Vice-Chair for the forthcoming year. Cllr Kennard seconded the proposal. A vote was taken with 5 in favour; Cllr Maylan did not vote.

**Minute 113705**      **Election of Committees/Representatives on Local Organisations**

(a) **Planning Committee**

The Chair and Vice-Chair confirmed they would be happy to continue as the Planning Committee. The Chair proposed herself and the Vice-Chair be elected as the Planning Committee. Cllr Wright seconded the proposal. A vote was taken with 4 Cllrs in favour and 2 abstentions (Chair and Vice-Chair)

(b) **Representative on Community Hall Management Trust**

Cllr Hedges confirmed he would be happy to represent the Parish Council on the Community

Hall Trust. The Chair proposed Cllr Hedges be nominated the Council's representative on the Community Hall Management Trust. Cllr Maylan seconded the proposal. A vote was taken with 5 in favour and one abstention (Cllr Hedges)

(c) Representative on Street Market Committee

The Chair proposed she continues as the Parish Council's representative on the Street Market Committee. Cllr Maylan seconded the proposal. A vote was taken with 5 in favour and one abstention (Chair)

(d) Footpath Officer

The Chair proposed Cllr Kennard continued as the Parish Council's Footpath Officer. Cllr Wright seconded the proposal. A vote was taken with 5 in favour and 1 abstention (Cllr Kennard)

(e) To note representatives on:

(i) Richard's Educational Charity

It was noted that Mr Geoffrey Knowles had tendered his resignation as the Parish Council's representative on the Richard's Educational Charity. Cllr Kennard confirmed she would be willing to stand as the Parish Council representative. The Chair proposed Cllr Kennard as the Parish Council representative on the Richard's Educational Charity. Cllr Wright seconded the proposal. A vote was taken with 5 in favour and 1 abstention (Cllr Kennard)

(ii) Silverton Parochial Trust

It was noted Cllr Maylan and Mr James Blackburn were the Parish Council's representatives on the Silverton Parochial Trust.

**Minute 113706**      **Meeting open to any questions from members of the public – 10 mins**

No members of the public attended the meeting

**Minute 113707**      **To note any Declarations of Interest**

(a) To declare any personal interests in items on the agenda and their nature

Cllr Maylan indicated she was a member of the Silverton Evangelical Church and there was an item on the Agenda relating to the Church's proposal to employ a part-time Youth and Children's Worker. This not felt to be a personal interest.

(b) To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items)

The Chairman declared an interest in Agenda item 13(a)(iii) being an invoice in favour of herself.

**Minute 113708**      **Minutes of the Meeting held on the 3<sup>rd</sup> April 2023**

The Chair proposed the Minutes of the meeting held on the 3<sup>rd</sup> April 2023 be accepted as a true record of meeting. Cllr Maylan seconded the proposal. A vote was taken with 4 in favour and 2 abstentions

**Minute 113709**      **Review of Action Plan**

Item 4 (Park Rd/Red Cross) It was agreed to chase County Cllr Squires for an update

Item 5 (Old Fire Station) The Chair reported that the items currently in the Old Fire Station have been re-organised and the Silverton Street Committee can use part of the building if they are happy to do so. A TORT Act Notice can be served on the Scouts which would give it 3 months to remove all the items from the building and if the items were not removed the Parish Council can dispose of them itself. The Chair confirmed she would be happy to arrange preparation of the Notice and serve this on the National Scout Group.

After discussion the Chair proposed a TORT Notice be served on the National Scout Group together with an explanatory letter and if the building is not emptied within the 3 month time limit the Parish Council would review the position. Cllr Trebble seconded the proposal. A vote was taken with all Councillors in favour.

Item 6 (Plaque for commemorative tree) It was agreed the wording should read “Planted in commemoration of the Platinum Jubilee of HM Queen Elizabeth II”. The Chair proposed the Clerk to obtain a quotation for a plaque with this wording from Timpsons. Cllr Kennard seconded the proposal. A vote was taken with all Councillors in favour. It was agreed Cllr Maylan would confirm to the Clerk the size of the plaque required.

Item 10 (Historic Cobbled path) No update available

Item 13 (Skatepark) A quotation had been received but the Chair proposed this item be deferred to the June meeting in order that she and the Clerk can carry out a financial review.

Item 15 (King’s Coronation Celebration) The Chair reported this had been a very successful event and she gave thanks to all involved in its organisation especially Jane Isaac.

Item 17 (WI Commemorative seat) There had been no update from the WI as to the suggested siting of the seat. It was generally agreed that the cost involved to repair the current picnic bench would not be cost effective. The Chair proposed that the Contractor be asked if can remove the picnic table from the Little Rec. Cllr Kennard seconded the proposal. A vote was taken with all Councillors present in favour.

Item 18 (Cost of Play inspections) Cllr Hedges confirmed he had made enquiries of the Raddon Hills Group. He had been informed that MDDC will train someone to carry out the play inspections but at a cost. Cllr Hedges agreed he would see if he could ascertain the cost from MDDC

**Minute 113710**      **Discussion with on any relevant issues with District Cllr Wright**

District Cllr Wright informed the meeting that 33 Liberal Democrats were now in control of MDDC and the hard work now begins. He confirmed there was a £1.7m deficit in the figures and this is the biggest problem being faced and pointed out you cannot fill this gap in

finances without making cuts in services. He said decisions will have to be made in the room. District Cllr Wright stated he had been invited onto the Cabinet which was a post he was looking forward to.

Cllr Maylan asked if there was anything which could be done in relation to the 3 Rivers and District Cllr Wright confirmed an alternative solution is being considered.

### **Minute 113711**      **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:

23/00657/LBC – Listed Building Consent to replace 2 windows and repair/replace door on rear elevation – 1 High Street, Silverton

Cllr Kennard proposed the Parish Council recommends approval of the above application. Cllr Maylan seconded the proposal. A vote was taken with 5 in favour – Cllr Wright did not vote.

#### (b) Approvals / Refusals by MDDC

Listed Building Consent for alterations to bathroom to include removal of stud wall – 1 High Street, Silverton

APPROVAL – 23/00435/HOUSE – erection of a side extension – 24 Silverdale, Silverton

The above Approvals were noted

#### (c) Any other Planning matters

None

### **Minute 113712**      **Finances**

#### (a) Monthly invoices

Chq 002724 Mrs S Woodland – Clerk’s wages (£671.96) expenses (monthly Microsoft charge £11.28. Annual website hosting charge £14.39, Ink £25.20 & 3 square metal bins £273.60) =£996.43

Chq 002725 Mr D Marsden – Contractor’s monthly invoice - £300.00

Chq 002726 Sarah Cross –King’s Coronation expenses (Bouncy Castle £120.00, Children’s Entertainer £175.00 & litter bins from Devon Contract Waste £247.20 = £501.00

Chq 002727 Ms W Evans – advertising material re King’s Coronation - £109.54

Chq 002728 Zurich Municipal – annual insurance - £920.08

Chq 002729 Parsons Landscapes Limited – grass cutting - £1,384.92

Chq 002730 Information Commissioner – annual sub - £40.00

Chq 002731 E-on Next – electricity to Air Ambulance Site - £70.60

The Chair proposed items 1, 2, 4, 5, 6 & 7 above be accepted for payment. Cllr Maylan seconded the proposal. A vote was taken with all Cllrs in favour.

The Clerk explained that she had received a notice from E-on threatening to impose a late penalty fine due to non-payment of invoices since January. The Clerk had spoken to E-on on the telephone and pointed out that a cheque issued to E-on in February had been cashed through our Bank. The representative completed a "lost cheque" form and he confirmed that the Parish Council's account would be credited as our statement shows the cheque has been cashed. The cheque issued in April had apparently not been received. The Clerk had received an invoice since that telephone conversation stating the amount now due was £70.60.

The Chair proposed to avoid receiving a penalty, and on the basis any excess payment will be refunded, item 8 be passed for payment. Cllr Kennard seconded the proposal. A vote was taken with all Cllrs in favour.

With regard to item 3, which was a reimbursement to the Chair of items purchased for the King's Coronation, Cllr Maylan proposed this payment be agreed. Cllr Wright seconded the proposal. A vote was taken with 5 in favour with the Chair abstaining.

(b) Other financial matters

(i) Review purchase of Silverton Parish Council Banner

Cllr Kennard stated she felt the Parish Council needs an official logo and asked whether it would be possible to use the same one as the Neighbourhood Plan which was designed by Mr B Trebble. Cllr Kennard confirmed she would ask Mr Trebble if he had any objection to the Parish Council using the design. She said she is not sure about a roller banner as they are quite delicate and suggested the Parish Council purchase a landscape banner. After discussion it was agreed Cllr Kennard would obtain quotes for both a roller and a landscape banner.

(ii) Consider quotation received from Hi-Line for the work recommended to the trees on the Bury

The Chair proposed the Parish Council accept the quote in the sum of £1,516.87. Cllr Kennard seconded the proposal. A vote was taken with all Councillors in favour. It was noted that the Parish Council would rely on Hi-Line to carry out the works at the appropriate time.

(iii) Update re S106 monies – to consider quotation from Parsons Landscapes Limited re Jubilee Garden

It was noted that Parsons Landscapes Limited will not be able to quote until at least July

(iv) Review of Bank signatories

The Chair proposed the Clerk be appointed a signatory for internet banking purposes only with Cllrs Maylan, Trebble, Kennard and Hedges being appointed signatories for the purposes of cheque signing. Cllr Kennard seconded the proposal. A vote was taken with all Councillors in favour.

(v) Grant application for funding towards a part-time youth and children's worker

The Silverton Evangelical Church were looking into the possibility of employing a part-time youth and children's worker and had asked if the Parish Council could contribute £1,500 for 2024 and £500 from this year's budget. Cllr Wright pointed out that the village was currently suffering anti social behaviour from a group of teenagers and he felt this would be beneficial to the village. After discussion Cllr Wright proposed the Parish Council support the initiative for

the current year in the sum of £500 request and to consider £1,500 for 2024 and possibly an increase in this figure at the next Budget Meeting. Cllr Kennard seconded the proposal. A Vote was taken with all Cllrs in Favour. It was agreed the Parish Council was extremely happy to support this initiative and thanked them for proposing this initiative.

(v) To note first instalment of Precept from MDDC in sum of £21,652.50

Noted

**Minute 113713**      **Neighbourhood Plan update**

The Examiner appointed by MDDC has been through our Neighbourhood Plan and all the relevant documents. He has also visited the Parish and walked around the village so as to get his bearings. Subsequently, he has come back to the NP committee and MDDC with a list of queries and requests for further information on some points. This document is now up on the Parish Council website and can be viewed at <https://www.middevonparish.co.uk/media/283078/initial-comments-of-the-independent-examiner.pdf>.

The Neighbourhood Plan Committee were currently going through the list of enquiries and gathering the information needed to respond to the Examiner, with MDDC no doubt doing similarly with the queries directed at them.

It was noted Broadclyst Neighbourhood Plan had been agreed

**Minute 113714**      **May Mini-Market report**

The May Mini-market had been cancelled due to the King's Coronation Celebrations

**Minute 113715**      **Correspondence**

Cllr Wright had received an email from a parishioner relating to complaints regarding the pergola which had apparently been previously sent to the Clerk but which the Clerk had not received. The Clerk had responded to the parishioner requesting a copy of the original email so the system could be checked but not, to date, received a response. The Chair pointed out the Parish Council were not aware of any other complaints and various consultations did take place prior to the pergola being placed in situ. It was agreed this would be an Agenda item for June's meeting.

**Minute 113716**      **Matters brought forward by the Chairman**

No matters were brought forward.

Meeting closed at 9.05 p.m.