

Minutes of the ANNUAL meeting of Silverton Parish Council
held Monday 13th May 2024 at 7.30 p.m. in the Silverton Community Hall

Present: Cllrs Sarah Cross, Gavin Donovan, Olivia Kennard, Josh Wright, Ruth Harrison & Simon Hedges

Minute 113869 **Election of Chair**

Cllr Kennard proposed Sarah Cross be elected Chair for the forthcoming year. Agreed by a show of hands – Cllr Cross not voting.

Minute 113870 **Apologies for absence**

Apologies received from Cllr Vicki Maylan and County Cllr Margaret Squires

Minute 113871 **Consider any applications to be co-opted onto Parish Council**

None

Minute 113872 **To note any Declarations of Interest**

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

None

(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)

None

Minute 113873 **Meeting open to any questions from members of the public – 10 mins**

A resident from The Meads asked if it would be possible for a bus shelter to be erected on the land at the end of Upexe Road with the junction of the A396. The Chair explained the budget for the forthcoming financial year had already been set but this could be considered next January. After discussion it was agreed the Parish Council would investigate ownership of the land and the possibility of a bus shelter with solar lighting and a seat being erected.

Minute 113874 **Election of Vice- Chair**

It was noted Cllr Maylan did not wish to continue in the role of Vice-Chair and thanks were given to her for all the work she had carried out as Vice-Chair. Cllr Kennard proposed Cllr Hedges he appointed Vice-Chair for the forthcoming year which was agreed by a show of hands.

The Chair and Vice-Chair signed respective Declaration of Acceptance of Office forms.

Minute 113875 **Election of committees/Representatives on Local Organisations**

The following was RESOLVED:

(a) Planning Committee

RESOLVED the Chair and Cllr Maylan continue in the role of the Planning Committee. Proposed by Cllr Hedges. All agreed by show of hands.

(b) Community Hall Management Trust

RESOLVED Cllr Hedges to continue in the role of the Parish Council representative. Chair proposed. All agreed by a show of hands.

(c) Street Market Committee

RESOLVED the Chair to continue as the Parish Council representative. Cllr Wright proposed. All agreed by a show of hands

(d) Footpath Officer

RESOLVED Cllr Kennard to continue as the Footpath Officer. Proposed by the Chair. All agreed by a show of hands

(e) Richard's Educational Charity

It was believed that Mrs Payne no longer attends meetings and it was agreed to clarify this point with the Secretary. RESOLVED if Mrs Payne no longer attends meetings Cllr Hedges would attend on behalf of the Parish Council. The Chair proposed. All agreed by a show of hands.

(f) Silverton Parochial Trust

It was noted Cllr Maylan was happy to continue as the Parish Council representative. The Chair proposed. All agreed by a show of hands.

Minute 113876 **Minutes of the Meeting held on the 8th April 2024**

Cllr Kennard pointed out that in Minute 113863 there is a stump on the path and not on the hedge. Agreed the Chair and Clerk to investigate as to ownership.

RESOLVED subject to the above the Minutes are accepted as a true and accurate record. Proposed by the Chair and all agreed by a show of hands.

Minute 113877 **Review of Action Plan**

1 – Review of banking system - On Agenda.

2 – S106 projects - The Primary School are keen to assist with the design of bug hotels. With regard to any surplus S106 funds, the Chair suggests possibly bat boxes and bird nests be purchased. The S106 Officer is currently investigating the criteria for the release of the relevant S106 monies

3 – Park Rd to Red Cross – agreed to ask County Cllr Squires for an update

4 – Stagecoach subsidies – Clerk waiting to hear from County Cllr Squires

5 – Silverton Speedwatch Group – the Police have been in contact with Cllr Donovan and he will respond in the near future. Agreed this be an Agenda item for June.

“20 is Plenty”

Cllr Hedges had attended the 20s Plenty for Devon zoom meeting when it was reported that Cornwall was making good progress, as opposed to Devon. The Conservative Party in Cornwall (the ruling group) had made it part of their manifesto for the recent elections and had approved a 20mph speed limit subject to agreement by local parish and town councils, there being a presumption in favour unless the council opposed. There were no requirements for traffic calming measures, and the orders to implement the areas as each was agreed, were done in such a way that a single order covered multiple areas (as opposed to Devon where an individual order has been put in place in each area, which costs more). The Police and Crime Commissioner for Devon and Cornwall, Alison Hernandez (Conservative) is also in favour and has made it one of her top 3 priorities. As a result, the 20s Plenty campaign recommended that people in Devon request DCC to adopt the same approach as in Cornwall. None of this would remove the right of the people of Devon (through their local Parish and Town Council) to block a reduction in speed limits from 30mph to 20mph should they wish to do so.

Cllr Hedges will draft a letter to DCC and the Police Commissioner for consideration at the June meeting.

6 – Queen’s Platinum Jubilee Tree - Plaque and post is now in situ and this can be deleted from the Action Plan

7 – Children’s Play Area gate – the single pedestrian gate remains padlocked. The Clerk has chased MDDC to remove the padlock and is waiting to hear back.

12 – Light in Church Path - Clerk and Chair to inspect the siting of the pole.

13 – Ellerhayes Noticeboard – this has been received and the Clerk will arrange installation

14 – Tennis Hut – the Football Club have ideas going forward and are applying for funding.

15. – Leat – this has not re-flooded during heavy rain. Agreed to ask the Handyman to monitor going forward.

A suggestion was put forward that a Working Group would still be needed going forward.

16 - Direct Debit paperwork had been received from Westcotts which will be completed in due course

RESOLVED that the possibility of a Bus Shelter at the junction of A196 and Upexe Lane be added to the action Plan. Propose by Cllr Wright and agreed by all Councillors by a show of hands.

RESERVED that pedestrian safety on Upexe Lane is also added to the Action Plan. Proposed by the Chair and agreed by all Councillors by a show of hands

Minute 113878 **Discussion with District Councillor Josh Wright on any relevant issues**

District Councillor Wright stated there was nothing major to report at the moment.

The Town & Parish Charter had been circulated and standard updates appear to have been added and nothing which affects Silverton.

RESOLVED to respond to MDDCC that when the Parish Council objects to a planning proposal and the District Council decides to proceed that they formally write to the Parish Council to explain the reasoning behind their decision. Cllr Hedges proposed. Agreed by a show of hands. Cllr Wright didn't vote.

Minute 113879 **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.

Applications:

None received

(b) Approvals / Refusals by MDDC

24/00189/FULL – Approval – conversion of barn to additional residential accommodation – Lower Dorweeke Farn, Silvertown

24/00185/FULL – Approval – installation of concrete capping to existing stone wall – Recreational Field, Newcourt Road, Silvertown

(c) Any other Planning matters

None

Minute 113880 **Finances**

The Chair declared a personal interest in chq 002809

(a) Monthly invoices

Chq 002806	CANCELLED
Chq 002807	Mrs S Woodland – Clerk's wages + back pay for financial year ending 31.3.2024, Microsoft monthly invoice (£12.36), Ellerhayes noticeboard (£332.00) + payment to Information Commission (£40.00) = £1,490.40
Chq 002808	Mr D Marsden – Handyman's monthly invoice - £625.00
Chq 002809	Mr J Squire – purchase of stake and base for Platinum Jubilee Tree in Recreation Field - £92.94
Chq 002810	Silvertown Evangelical Church – grant towards cost of Youth Worker in the parish - £3,000.00
Chq 002811	Parsons Landscaping Limited –April Grounds Maintenance - £454.23
Chq 002812	Mrs P Clapham – Internal Audit - £119.00

The Council RESOLVED to authorise payments 1,2, 4, 5 & 6 above. Proposed by the Chair and agreed by all Councillors by a show of hands.

The Council RESOLVED to authorise payment 3 above. Proposed by Cllr Hedges and agreed by a show of hands with the Chair not voting.

(b) Other financial matters

(i) Consider report by Internal Auditor for year ended 31st March 2024

The Chair thanked the Clerk for the work carried out in relation to the internal audit.

The Report received from the Internal Auditor had previously been circulate to all Councillors. RESOLVED the Internal Auditor comments are noted going forward. The Chair proposed. Agreed by a show of hands.

Thanks were expressed to the Internal Auditor for her work in preparing the internal audit report.

(ii) To consider:

(a) Section 1 of the Annual Governance Return for year ended 31.3.2024

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

Q1 = Yes

Q2 = Yes

Q3 = Yes

Q4 = No – this related to the incorrect notice for public rights for the financial year 2022/2023 having been displayed in June 2023.

Q5 = Yes

Q6 = Yes

Q7 = Yes

Q8 = Yes

Q9 = N/A

The Chair and Clerk signed the form.

(b) Section 2 of the Annual Accounting Statement for year ended 31.3.2024

The Chair confirmed the set of figures shown on Section 2 of the AGAR reflected those which were submitted to the Internal Auditor. RESOLVED that the figures be agreed as a true and accurate record. Proposed by the Chair and all agreed by a show of hands. The Chair signed the form

(iii) To note Bank Reconciliation

The Bank Reconciliation had been circulated to all Council members prior to the meeting and the Council noted the figures shown.

(iv) To note Explanation of Variances

The Explanation of Variances had been circulated to all Council members prior to the meeting and noted by the Council.

(v) To note Public Rights Notice

A copy of the Public Rights Notice was circulated to all Council members prior to the meeting and its content was noted.

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

It was agreed to ask Cllr Maylan to continue in this role.

(vii) Discussion re current banking facility

With regard to Unity Trust Bank, it was noted there was a £500 set up fee + an annual

administration fee of £72.

It was RESOLVED that Cllr Harrison would investigate options and report back to the June Parish Council. Proposed by the Chair and agreed by a show of hands.

(viii) To consider purchase copies of the completed Neighbourhood Plan at a cost of £7.50 per Plan (requested by Cllr Kennard)

RESOLVED 3 copies + VAT(if applicable) be purchased. Proposed by Cllr Kennard and agreed by a show of hands.

(ix) Consider quotation from Evolution Skate Parks Ltd re annual Preventative Maintenance Inspection of Skate Park ramp equipment

The cost of the inspection had been included in the budget - £595 (excluding VAT). RESOLVED to accept the quotation. Proposed by the Chair and agreed by a show of hands.

(x) Consider contract re electricity to supply Air Ambulance Landing Site

Cllr Harrison stated that Octopus had a joining fee of £400 payable up front. Its charges were similar to those fixed with Eon. RESOLVED to enter into a 3 year fixed contract with Eon. Proposed by the Chair and agreed by a show of hands.

(xi) Request by Silverton Football Club for a contribution towards paint (£100.00)

RESOLVED to contribute £100.00 to Silverton Football Club. The Chair proposed and agreed by a show of hands,

(xii) 80th Anniversary of D Day Celebrations (requested by Cllr Cross)

RESOLVED that should anyone in the village come forward with plans for a celebration to mark the 80th Anniversary of the D Day landings then the Parish Council would contribute up to £500 for a suitable celebration with the Chair's discretion. Proposed by the Chair and agreed by a show of hands.

Minute 113881 Pond Site:

(a) To discuss ownership as per Land Registry filed plan

It was noted the Parish Council owns only a portion of the Pond Site. There is a "no dog" sign on the unregistered land which MDDC may have erected but it is not clear who owns this land.

RESOLVED that in the absence of any evidence as to who owns the land (a) check if Parsons are cutting the area and (b) at a suitable time for bird nesting once we have clarified the Buddleia can be removed Cllr Donovan will arrange its removal. The Chair proposed and agreed by a show of hands.

RESOLVED to contact MDDC and DCC to establish if they own/maintain the unregistered area. Proposed by Cllr Hedges and agreed by a show of hands.

(b) pruning/removal of the buddleia on the unregistered land

Discussed above

Minute 113882 **Grass cutting around large logs in Recreation Field (requested by Cllr Maylan)**

This relates to the cutting of the area around the large logs which remain on the land owned by MDDC. Parsons Landscaping are concerned that they may dislodge the logs if they cut around them and in any event it is difficult to do. RESOLVED to contact the Tree Officer at MDDC for advice. Proposed by Cllr Wright and agreed by a show of hands.

Minute 113883 **Update re Broad Oak Working Group**

The Chair confirmed this is on-going project and a report will be provided for the June meeting. RESOLVED that wood from the Broad Oak be made available for a bus shelter. Proposed by Cllr Wright and agreed by a show of hands.

The Chair stated that in the short term the wood needs to be moved as it is a potential safety issue. This is a big project which is on-going and which has been hindered by the weather.

Minute 113884 **Update re Lime Tree Regeneration Programme**

No further update.

Minute 113885 **Road Warden Scheme (requested by Cllr Cross)**

That Chair had uploaded information to the Parish Council website to see if anyone would be interested in training to be a Road Warden. DCC will provide materials and training for volunteers but to warrant the training a number of initial volunteers are needed. To date only one volunteer had come forward and the Chair felt a minimum of 5 are needed. Cllr Wright suggested that the Parish Council might be able to pay for time and expenses of the volunteers. RESOLVED that the Parish Council supports the Road Warden Scheme but would need at least 5 volunteers and will advertise further on Social Media. Proposed by the Chair and agreed by a show of hands.

RESOLVED that this project to be an item on the January 2025 Budget Agenda.

Minute 113886 **May Mini-Market Report**

Cllr Harrison confirmed potholes and the Broad Oak were the main items for discussion.

Minute 113887 **Correspondence**

(a) Consider email from parishioner regarding parking on verges of Wyndham Road

Noted

(b) To note exchange of emails regarding parking problems in Davies Close

Josh forwarded email to Margaret who confirmed if dangerous parking report to Police. If want double yellow lines then ask via Parish Council. Josh suggested she attend a Parish Council to request. Gavin suggested an article in Newsletter asking people to park considerately.

(c) Email invitation to join the Rural Village Services Group

Noted

Minute 113888

Matters brought forward by the Chairman

None

Meeting closed at 9.30 p.m