

Silverton Parish Council – Action Plan March 2025

No	Minute No.	Date of decision	Action Required	Update	Status
100 - TRAFFIC, TRAVEL & TRANSPORT – Cllr Josh Wright					
110 - Road Condition and Repairs (Traffic Safety Subcommittee)					
111	113267	7.12.2020	Monitoring of road repairs from Park Road to Red Cross – has Deed of Easement been drafted?	<p>06.10.2024 – no update</p> <p>26.11.2024 – chasing email sent to County Cllr Squires and no update as yet</p> <p>26.02.2025 – County Cllr Squires has sent an email to the Local Highways Office asking for an update but no reply as yet</p>	
112	113689	03.04.2023	Condition of Park Road to Red Cross	<p>06.10.2024 – no update</p> <p>26.02.2025 – as above</p>	
113	113922	30.8.2024	Agreed to contact volunteers of the Road Warden Scheme with an update	<p>06.10.2024 – Volunteers were updated</p> <p>03.11.2024 – draft Road Warden Scheme now received for signing by the Parish Council</p> <p>26.11.2024 – Agenda item for December meeting.</p> <p>04.01.2025 – Clerk to draw up a specification in relation to a Road Warden volunteer in January – to be drafted asap</p> <p>27.01.2025 – Specification drafted and circulated to Cllrs on 6 January 2025</p> <p>26.02.2025 – An “Information Pack” is being compiled for distribution at Mini-Markets</p>	
114	114210	03.02.2025	Roach Lane	<p>26.02.2025 - District Cllr Wright to update meeting re gravel and mud which comes down Roach Lane during periods of heavy rain</p>	

120 - Traffic and Pedestrian Safety (Traffic Safety Subcommittee)					
121	113744	03.07.2023	"20 is Plenty" scheme	1.10.2023 – agreed at Sep 2023 meeting that Parish Council will continue to monitor possible funding and when funds available an application will be formally made to change speed limit in the village. It will also watch out for lobby groups and campaigns which the Parish Council can join.	OH
122 (was 121)	113764	06.12.2023	Speedwatch Group	06.10.2024– further volunteers required 03.11.2024 – As a result of Cllr Cross' resignation a new Co-ordinator is required as well as further volunteer 26.11.2024 – this item on hold until further volunteers come forward and the Silverton Speedwatch Group can be formed	OH
123 (was 122)	113877 113958	13.5.2024 02.10.2024	Pedestrian safety on Upexe Lane	1.6.2024 – agreed this would be an Action Plan item 06.10.2024 – requested submitted via County Cllr Margaret Squires 02.10.2024 Request "Pedestrian" signs for junction with A396 and Upexe Road and one at the top of Exeter Road 03.11.2024 – Clerk has chased but no response 26.11.2024 – Since the November meeting DCC has confirmed the Parish Council can fund and erect signs to help with pedestrian safety. Any signage would need to be agreed by DCC. County Cllr Margaret Squires has agreed if a Locality Grant application is submitted and it is approved she will agree a figure of £300.00 towards the cost of the signs. 26.02.2025 – a request has been included in the Parish Council report in the Parish Magazine asking parishioners to wear bright clothing when walking along Upexe Road.	
124	114014(a) 114028(a)	06.01.2025 13.01.2025	Clerk to contact Local Highways Officer for guidance as to appropriate signs/location for the signs and siting of one solar light onto Upexe Lane	Meeting arranged with the Local Highways Officer and County Cllr Margaret Squires for Monday 27 th January 2025. Notes to follow.	
125 (was 124)	114230(i)	03.02.2025	Speeding at Ellerhayes	26.02.2025 - Email sent to County Cllr Squires requesting initial speed monitoring be carried out and thereafter, if appropriate, a SCARF assessment.	

130 - Public Transport					
131 (was 132)	113877	<i>13.05.2024</i>	Request for a bus shelter at the junction of Upexe Lane and A396	<p>1.6.2024 – agreed this would be an Action Plan item</p> <p>30.8.2024 – to consider seats in bus shelter if/when these are provided as requested</p> <p>06.10.2024 – Broad Oak Group looking into possibility of providing bus shelters. Plans are being drafted and will be submitted to DCC for approval – no update</p> <p>26.11.2024 – agreed this item would be monitored until such time as seasoned wood was available from the Broad Oak Group</p>	OH
132 (was 134)	113949	<i>02.09.2024</i>	Request to DCC for a bus bay outside The Meads	<p>06.10.2024 – awaiting response from DCC</p> <p>26.11.2024 – Clerk and Chair had a meeting with DCC and a copy of the notes of the meeting has been circulated to all Councillors.</p> <p>04.01.2025 – DCC have provided an update and hopefully the new Case showing the bus times will be erected shortly. We have asked DCC to drill the relevant holes and the PC will arrange to have it installed. With regard to the new bus pole in School Road there is currently confusion as to who owns the triangle of land on which the pole is to be erected. Investigations are on-going. DCC has confirmed the work is being allocated to the spreadsheet but the line marking at The Meads and the poles may take time.</p>	
133 (was 135)	113646(17)	<i>09.01.2023</i>	Revised Stagecoach bus timetable – agreed this would remain on the Action Plan for the time being	<p>12.5.2024– no action required at this stage</p>	OH
134 (was 131)	113858	<i>08.04.2024</i>	Clerk to chase County Cllr Squires as to the date when subsidies will be considered	<p>06.10.2024 - no update</p> <p>26.11.2024 – chasing email sent to County Cllr Squires – no update as yet</p> <p>04.01.2024 – no update</p> <p>26.02.2025 – no update</p>	

135 (was 133)	113985(b)(ii)	04.11.2024	Repairs to Bus Shelter required as leaking	26.11.2024 – Contractor has cleaned out the guttering to the Bus Shelter which was full of moss. There does not now appear to be any problem but it is being monitored. If there are any leaks Clerk will contact R&H Roofing as agreed 26.02.2025 – the bus shelter has now been repaired	
200 - COMMUNITY SPACES & ACTIVITY					
210 - Big Rec (Vicki Maylan & Ruth Harrison)					
211	113430	06.12.2021	Obtain quotations for medium risk items highlighted in ROSPA reports	31.08.2023 = On-hold 26.03.24 – Time to review.	OH
212	113983	04.11.2024	A Parishioner had reported children were playing football in the Children’s Play Area and damaging equipment. Agreed to purchase a sign for both gates of Children’s Play Area saying “No Ball Games in Children’s Play Area”. Also to report on the Community Facebook group that ball games are damaging the equipment.	26.11.2024 – Signs to be obtained. Notice placed in the Silverleigh Parish Magazine. Item to be uploaded to the Community Facebook page 04.01.2025 - Chair to update 27.01.2025 – two signs have been purchased and Handyman to erect 26.02.2025 – signs erected – Clerk will check	
213	113679	06.03.2023	Clerk to review historic papers to try and ascertain the contractor who provided the gate to the children’s play area	06.10.2024 – quotes to be obtained 04.01.2025 – ongoing 27.01.2025 – on Agenda 6.02.2025 – awaiting works to be carried out by Rhino Play	
214	113880(b)(x)	13.5.2024	Smart Meter in Tennis Hut	30.6.2024 – no further update re a smart meter being fitted.	

215	113934	05.08.2024	Agreed to ask Evolution Skate Parks if they would provide a specification for the repair/complete replacement of the skate park surface	<p>03.11.2024 – Clerk has spoken to Evolution re proposed specification and await draft.</p> <p>04.01.2025 – no update</p> <p>27.01.2025 - on going</p> <p>26.02.2025 – White Rose Tarmacadam Limited has confirmed the material is adequate for a skate park. Devon Tarmasters has stated that unfortunately due to the lack of drainage in the area there are some limitations regarding the materials that can be used to overlay the existing surface. However, the product recommended is the most suitable option it can offer as it is specifically designed for all-weather sport pitches (MUGAs) which are typically subject to heavy use.</p>	
217	113950 (a)	02.09.2024	Update School re bug hotels	<p>06.10.2024 - School updated and a request for any volunteers to make the bug hotels made. Awaiting response</p> <p>03.11.2024 – no update</p> <p>26.11.2024 – Cllr Eveleigh to update on progress</p> <p>04.01.2025 – Cllr Eveleigh to update</p> <p>27.01.2025 – bug hotels have been made and awaiting confirmation from the Primary School as to where they would like these to be sited</p> <p>26.02.2025 – to be reviewed at the March meeting</p>	
218	113950(d)	02.09.2024	Request further details from Football Club as to dimensions of proposed storage unit	<p>06.10.2024 – Football Club has confirmed this is currently on hold – Time to review - remove from Plan?</p>	OH
219	113996	02.12.2024	Request by Football Club to have an electric point in the Tennis Hut to provide teas/coffees at matches	<p>04.01.2025 – awaiting to hear from a qualified electrician that the work is feasible and appropriate bodies have been consulted.</p> <p>26.02.2025 – Football Club has confirmed it has 2 electricians who are willing to carry out the work and both has verbally stated that the work is easily performed. Rob Jones has contacted DAA but has not had a response and is chasing.</p>	

	114226	03.02.2025	Request by Football Club to extend the old Tennis Hut in order to store a portaloos behind closed doors. If this not feasible a request made to build a stand alone toilet block near the Tennis Court	26.02.2025 – response from Football Club re additional enquiries received and circulated to Councillors
220	114015(a)	06.01.2025	Public Protection Order for the whole of Recreation Field	04.01.2025 – Cllr Wright to update meeting re the Public Spaces Protection Order 04.01.2025 – Chair to report on meeting in Recreation Field with Cllrs Maylan and Kennard 27.01.2025 – Cllr Wright to provide update at meeting 26.02.2024 – as above
230 – Little Rec, Berry, Church and Environs (Olivia Kennard and Emily Chanter)				
230a	113793	04.12.2023	Trees on Berry (Maintenance) currently no problems/	26.11.2024 – Contractor has removed the weeds from the base of the wall of the paved area on the Berry after discussing with Chair and Clerk. A quote was received from the Contractor to remove the remaining weeds which was approx. 12 hrs work (£300) plus a skip would probably need to be hired. Explained the PC had not budgeted for this work during the current financial year and would need a formal resolution 04.01.2025 – Clerk has not heard from Mr Paul Webster as to whether or not the Church would agree to the weeds being placed on their bonfire. Cllr Donovan to give update 26.02.2025 – Clerk has not heard from Mr Webster
230b		04.12.2023	Weeds along the path in Church Road need attention	04.01.2025 – Quote from Handyman to remove weeds from Number 7 Church Road to the Berry is an Agenda item. 06.01.2024 – Quote accepted. 26.02.2025 – Awaiting work to be carried out
232	113865	08.04.2024	Lime Tree Regeneration Programme	06.10.2024 – no update 26.11.2024 – agreed this item would be considered further at the Budget Meeting 04.01.2025 – copy diagrams considered for improvements on The Berry to be circulated to Councillors 26.02.2025 – Chair to report on meeting with Cllrs Harrison and Kennard

234	113646(16)	09.01.2023	Historic cobbled path – agreed quotations be obtained to remove brambles and top covering from the path	31.8.2023 - On hold. 26.11.2024 – noted the brambles and dead tree have been removed from the path. 26.02.2025 – Time to review. Remove from plan?	OH
235	114002(b)(iv)	04.01.2025	Installation of slow charging electrical points on lamp posts in the Car Park and to work with MDDC to achieve this aim	04.01.2025 – Chair to update meeting re email sent 27.01.2025 – Chair to give update at meeting re cost indicators from supplier companies 26.02.2025 – Chair to update meeting as above	
236	114227	03.02.2025	Possible acquisition of land at the Glebe.	26.02.2025 – email sent to the S106 Officer and a reply awaited	
240 - Square, Fore St and High St (Lewis Ward & Chris Eveleigh)					
241	113634©	04.01.2023	Information Signage to be placed on the Old Fire Station	26.11.2024 – on-hold pending seasoned oak from Broad Oak Committee to make sign	OH
242	1138500(2)	04.03.2024	Leat flooding at High Street	3.11.2024 -Contractor checked the leat and removed a tennis ball from the High Street section. He continues to monitor.	OH
243	113881	13.5.2024	Investigate ownership of unregistered land at the Pond Site	06.10.2024 – no update re ownership of unregistered land 06.10.2024 – buddleia removed and waiting for DCC to remove leavings from visibility splay. 04.01.2025 – no update as to ownership of unregistered land. 26.02.2025 – agreed no further action to be taken re ownership of unregistered land	X
300 - ADMIN, FINANCES AND MISCELLANEOUS (Simon Hedges & Ruth Harrison)					
301	113001	01.02.2021	Consider S 106 Projects and unspent funding - Vice Chair to contact MDDC re variation of S106 Agreement	03.11.2024 – Cllr Wright to give update at meeting 26.11.2024 – Cllr Wright to give update at meeting as to whether MDDC approve the Parish Council placing bug hotels on their section of land in the Recreation Field 26.02.2025 - District Cllr Wright to update meeting	

302				<p>04.01.2025 – Clerk and Chair have a meeting with Mr M Snowdon on Monday morning to discuss the possibility of access across his land to the Little Rec for which there is S106 money available towards the project. Mr Snowdon previously withdrew his consent for the project and it is hoped he may reconsider.</p> <p>27.01.2025 – Investigations by the Clerk have shown that S106 money for the Little Rec can be spent only recreational items. Any further action on Little Rec improvements will be continued on Section 230.</p> <p>26.02.2025 – email from S106 Officer circulated to all Councillors</p>	
303	114015	06.01.2025	Sub-Committee set up to investigate possible ways of making School Road from the Square to the footpath safer	<p>27.01.2025 – Sub-Committee not yet met but meeting to be arranged.</p> <p>26.02.2025 – Clerk arranging a meeting</p>	
302	113063(v)	03.06.2019	Review of Banking System – Clerk to arrange internet banking	<p>26.11.2024 – Account Opening Form for Unity Trust Bank has now been completed. A copy (save Councillors personal details) has been sent to Councillors for approval. Once approved this can then be submitted online to Unity Trust Bank and the transfer should take place within 7-14 days.</p> <p>04.01.2025 – Unity Trust have asked for ID for Cllr Harrison and this is being scanned across.</p> <p>27.01.2027 – final (hopefully) paperwork sent to Unity Trust together with initial deposit chq for £500.00.</p> <p>26.02.2025 – the new Bank Account should be “live” on Friday 7th March 2025. Delay was due to the Bank incorrectly inputting the NatWest Bank account number in its paperwork</p>	
305	113861(b)(v)	08.04.2024	Direct Debit payment to Westcotts	26.11.2024 – direct debit will be set up as soon as possible	OH

306	113919	30.08.2024	Agreed to carry out a Facebook poll re interest in a CLT information evening	03.11.2024 - Cllr Hedges to update 26.11.2024 – Chair to update at the meeting 04.01.2025 – Chair to update at the meeting 27.01.2025 – Chair to update at the meeting 26.02.2025 – The Chair had placed a Poll on Facebook but only 2 responses were received. Agreed Chair would prepare an article to be included with the Parish Council report in the Parish Newsletter.
307	113924	30.08.2024	Agreed to circulate current Emergency Plan to Cllrs	30.8.2024 – plan has been circulated 03.11.2024 – Clerk and Cllr Cross were not able to meet during the month to review. 26.11.2024 – Clerk and Chair to consider Emergency Plan with a view to the Parish Council updating current Plan 04.01.2025 – Clerk and Chair have not as yet met to consider the Emergency Plan (due to Clerk’s illness over the Christmas and New Year period) 27.01.2025 – ongoing 26.02.2025 - ongoing
309	114028	13.01.2025	Expand sharing facility on Parish Council website	27.01.2025 – ongoing. Cllr Wright to advise the Clerk and the Chair. 26.02.2025 – as above

Key:

Purple – On Hold (OH)	Grey – Final Appearance (X)		
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