

Minutes of the meeting of Silverton Parish Council
held Monday 3rd February 2025 at 7.30 p.m. in the Silverton Community Hall

Present: Cllrs Emily Chanter, Gavin Donovan, Ruth Harrison, Simon Hedges (Chair), O Kennard, Alan McManus, Vicki Maylan, Lewis Ward and Josh Wright

Minute 114213 **Apologies for absence**

Apologies had been received from Cllr Cris Eveleigh and District Cllr Rhys Roberts

Minute 114214 **To note any declarations of interest:**

- (a) To declare any personal interests in items on the agenda and their nature
Cllr Maylan declared a personal interest in relation to the planning application 25/00019/LBC & 25/00018/HOUSE – South Cottage, School Road, Silverton as she knows the applicant
- (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 114215 **To consider application by Mr Ben Rice to be co-opted onto the Parish Council**

The Clerk confirmed Mr Rice had withdrawn his application

Minute 114216 **Meeting open to any questions from members of the public – 10 mins**

Christine Curle informed the meeting of her concerns relating to the lack of amenities for dog walkers in the village since the new development at Silverdale commenced. She said that as well as dog walkers the area had also been used by the Walk and Talk Group. She asked if the Parish Council could support finding additional dog walking spaces. District Cllr Wright stated there was a permissive access at the end of Newcourt Road but it was noted this was a good 20 minute walk from the village. District Cllr Wright stated that additional land would be required to provide further dog walking areas together with additional money and the Parish Council would either need a donation or be in a position to raise the money. A query arose as to whether or not the area of land at the Glebe would be for dog walkers if this project does go ahead and the Chair confirmed this could be considered in due course.

Minute 114217 **Minutes of the meeting held on the 6th January 2025**

Cllr Kennard pointed out the following:

Minute 114015 (Review of Action Plan)

122 – (5th line down) should say on “Mr Seward’s” land

235 (9th line down) – “3 options” to change to “2”.

308 – (2nd line) add “meeting” as last word

RESOLVED subject to the above amendments the Minutes of the meeting held on the 6th January 2025 be accepted as a true record. Proposed by Cllr Ward and unanimously agreed by a show of hands.

Minute 114218 **Minutes of the meeting held on the 13th January 2025**

RESOLVED the Minutes of the meeting held on the 13th January 2025 be accepted as a true record. Proposed by Cllr Harrison and unanimously agreed by a show of hands.

Minute 114219 **Action Plan**

(a) Plan Review

100 Traffic, Travel and Transport

110 Road conditions and repairs

111 – Deed of Easement – no update

112 – as above

113 – Road Warden Scheme - Specification sent by Clerk to Cllrs on 6 January 2025 which was agreed. The Chair suggests a pack is compiled for people who attend Mini-Markets and the Specification to be included within the pack.

114 – Roach Lane – gravel and mud is coming down the lane– agreed this be added to the Action Plan and District Cllr Wright will make the appropriate enquiries to see if this can be rectified.

120 Traffic and Pedestrian Safety

122 Pedestrian safety on Upexe Lane - on Agenda

130 Public Transport

131 Bus subsidies – District Cllr Squires confirmed she would make the appropriate enquiries and report back.

133 Repairs to bus shelter - on Agenda.

210 Big Rec

212 “No Ball Games in Children’s Play Area” signs - two signs have now been purchased and the Handyman will erect them asap.

214 Smart Meter in Tennis Hut - no further update.

215 Re-surfacing of Skatepark - Cllr Maylan confirmed the Clerk had met with one Contractor and the Clerk and herself had met a second Contractor the following day. Both contractors had stated that it would be cheaper to resurface without skimming off the top but asked if the “lips” of the ramps could be taken off and replaced as this would provide a better result. One quote had been received and the second was awaited. After discussion it was RESOLVED to ask the Contractors to confirm that the surface being provided would be suitable for use for a skatepark and would meet the relevant standards. Proposed by Cllr Maylan and agreed unanimously by a show of hands.

Cllr Maylan stated she had been making enquiries to see if the Parish Council could get a grant towards the cost of the work but most assist Charities and not Parish Councils.

217 Siting of bug hotels – to review at the next meeting.

- 219 Electric point in Tennis Hut - carried forward to next meeting.
- 220 Public Protection Order for whole of Recreation Field – the Enforcement Officer was waiting for the legal department to come back to him but it has been confirmed some form of consultation will be required.

230 – Little Rec, Berry, Church and Environs

- 230a Disposing of weeds on Church bonfire – the Clerk confirmed she had not heard from Mr Webster as yet.
- 230b Weeds along Church Road – the Handyman will carry out the works asap.
- 232 Lime Tree Regeneration Programme – the Chair and Cllrs Harrison and Kennard will carry out a site inspection and report back to the Parish Council.
- 235 Installation of slow charging electrical points – the Chair has not as yet obtained cost indicators from supplier companies but will do so and report back to the Parish Council.

240 – Square. Fore Street and High Street

- 243 Investigation re ownership of unregistered land at the Pond Site. No further update. The Chair stated that potentially the Parish Council needs to discuss keeping down the growth in this area and if agreed he is not sure the ownership needs to be investigated further. To claim ownership it would be necessary to fence off the area for 10-12 years. RESOLVED the Parish Council makes no further investigations as to ownership of the unregistered land at the Pond Site. Proposed by the Chair and agreed unanimously by a show of hands.

300 – Admin, Finances and Miscellaneous.

- 301 The Chair reported there is currently some unspent S106 funds but there is a lack of clarity on the wording in relation to the War Memorial open space area Agreements and a couple of Agreements will expire in the near future. Various recommendations were made to use the funds ie (a) cleaning the war memorial (b) repair/ paint flag pole (c) purchase of a bench (d) hardstanding for book swap and the entrance to the Book Swap needs attention and (e) provide the Information Noticeboard to be sited on the Old Fire Station. It was noted that any projects on the Little Rec would require the prior agreement of the Richard’s Educational Trust.

Sub-Committee to investigate possible ways of making School Road from the Square to the footpath safer– the Clerk to co-ordinate a meeting.

- 302 Review of Banking System – the final paperwork is to be scanned to Unity Trust Bank after which the new account should be opened.
- 306 Facebook Poll re CLT – The Chair confirmed he had uploaded a poll to Facebook but only 2 responses had been received. This will now probably be put in the Parish Magazine and advertised locally.
- 307 Emergency Plan – the Clerk and Chairman will try and review this in time for the next meeting.
- 309 Expanding sharing facility on Parish Council website – District Cllr Wright to advise

(b) Review Leads for each section of the Plan

“Traffic Travel & Transport” - RESOLVED that the Traffic Sub Committee would oversee these items. Proposed by the Chair and unanimously agreed by a show of hands.

“Community Spaces & Activity”

Big Rec – RESOLVED Cllrs Maylan and Harrison would oversee this section. Proposed by the Chair and unanimously agreed by a show of hands.

Little Rec, Berry, Church & Environs – RESOLVED Cllrs Chanter and Kennard would oversee this section. Proposed by the Chair and unanimously agreed by a show of hands.

Square, Fore St and High Street – RESOLVED Cllrs Ward and Eveleigh (if agreeable) would oversee this section. Proposed by the Chair and unanimously agreed by a show of hands.

Admin, Finances & Miscellaneous – RESOLVED that the Chair and Deputy Chair would oversee this section. Proposed by the Chair and unanimously agreed by a show of hands.

(c) Report of meeting with Local Highways Officer and County Cllr Margaret Squires re road safety in Upexe Lane

Notes of the meeting had been circulated to all Councillors prior to the meeting.

Cllr McManus updated the meeting and confirmed that DCC did not envisage any problems with the Parish Council erecting “Beware of Pedestrian” signs but the Parish Council will need to purchase the signs via DCC who will then instal them. County Highways had pointed out that if there are too many signs in any given area people/drivers will not take any notice of them. There is to be a new Give Way sign on the junction of the A396. County Cllr Squires confirmed she would agree a £300 Locality Grant towards the signs but any application needed to be submitted by the 14th February.

With regard to street lighting along Upexe Lane, Cllr McManus stated he thought this was going to be easy but DCC had confirmed this could cost tens of thousands of pounds in order to comply with all the highway regulations which come into force once a light shines on a highway.

The possibility of providing reflective bands was suggested. It was agreed to include in the Parish Council Newsletter report a request that parishioners using Upexe Lane ensure they wear reflective clothing during the hours of darkness.

(d) Traffic and Highways Sub-Committee update

A meeting has not yet taken place.

Minute 114220 **Discussion with County Cllr Margaret Squires and District Cllr Josh Wright on any relevant issues**

County Cllr Squires confirmed scrutiny meetings had taken place in preparation for budget setting. The Government grant to DCC had shrunk again and she is very disappointed the rural subsidy grant had been taken away. A total of £10m which had been given to Devon has now been taken away and Devon is one of the worst funded areas with some urban authorities obtaining more funding. County Cllr Squires pointed out that DCC can only increase the Council Tax by a certain percentage.

District Cllr Wright confirmed that MDDCD was also going through the budget process and its budget was also tight. It was noted the Willand Neighbourhood Plan is progressing with the Devon Devolution also taking up a lot of time. Land has been sold at Post Hill for 70 homes which also contained affordable housing.

Minute 114221 **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

25/00018/HOUSE & 25/00019/LBC – Replacement front gates and resurfacing of vehicle access and hardstanding – South Cottage, School Road, Silverton

RESOLVED the Parish Council supported the above application. Proposed by Cllr Kennard and agreed unanimously by a show of hands.

(b) Approvals/Refusals (received from MDDC)

None

(c) Any other planning matters

None

Minute 114222

Finances

(a)

Monthly invoices

Chq 002864	Mrs S Woodland – Clerk’s wages + backpay (£952.00) + expenses (box of paper £23.49 + postage to submit application to Unity Trust Bank £3.50) = £978.99
Chq 002865	Mrs S Woodland – payment of new printer - £258.72
Chq 002866	Mr D Marsden – Handyman’s monthly invoice - £625.00
Chq 002867	St Mary’s Church Silverton – grant towards grass cutting of Churchyard - £1,500.00
Chq 002868	St Mary’s Church Silverton – contribution towards cost of Silverleigh Parishes Newsletter - £250.00
Chq 002869	Silverton Street Market – contribution towards annual set up costs - £500.00
Chq 002870	Silverton Community Hall – use of Hall for 2024 - £240.00
Chq 002871	E-on Nest – January electricity to Air Ambulance landing site - £18.23

RESOLVED the above invoices be accepted for payment. Proposed by the Chair and unanimously agreed by a show of hands

(b) Other Financial Matters

(i) Consider cost of annual subscription to Society of Local Council Clerks (increased from £140.00 to £190.00 due to Clerk’s pay rise)

The Clerk explained that the annual subscription had increased by £50.00 due to her pay rise. RESOLVED the payment to the Society of Local Council Clerks be made. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114223

Annual review of Code of Conduct

RESOLVED that no amendments be made to the Code of Conduct. Proposed by the Chair and agreed unanimously by a show of hands.

Minute 114224 **Annual review of Financial Regulations**

RESOLVED that no amendments be made to the Financial Regulations. Proposed by the Chair and agreed unanimously by a show of hands.

Minute 114225 **Annual review of Publication Scheme**

It had been noted that the Clerk's email address was incorrect which had been amended. RESOLVED subject to the amendment the Publication Scheme be agreed. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114226 **To consider email from Silverton Football Club regarding possibly extending the old Tennis Hut in order to store a portalo behind closed doors. If this is not feasible a request has been made to build a stand alone toilet block near the tennis court**

An email had been received from Rob Jones confirming that a local supplier is offering to donate a portalo to the Football Club for permanent use and is also offering a heavily discounted rate to empty it. He explained the Club needs a toilet for visitors and it would be a huge step forward for the Club and possibly any other groups which may wish to offer events on the Recreation Field. This would also mean the Club could process its plans to make a small kitchen area in the tennis hut. The Club asked if it would be possible to either extent the storage hut in order to store a portalo behind closed doors or build a standalone toilet block near the tennis court in which it would put the portalo and instal some kind of removable access point so the company can empty it when required. A builder has offered to perform the work at a reasonable fee and the Club confirmed cost is not an issue at this point.

RESOLVED that the Parish Council revert to the Football Club and ask the following questions:

- (i) How big is the proposed extension.
- (ii) If extended would the ownership be with Parish Council.
- (iii) What is the life expectancy of a portalo.
- (iv) How would the portalo be emptied if it is stored in an extension.
- (v) Where would the kitchen area get its water supply from and where would it drain.
- (vi) With regard to insurance, would the Parish Council be expected to cover this under its current policy.

The Club to be asked if it had considered using the toilets in the Community Hall and to confirm the Parish Council is minded to support the proposal but needs clarification on the various points.

Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114227 **Neighbourhood Plan – The Glebe**

The Chair explained that in the Neighbourhood Plan it pre-approved, as far as it could, 5 houses to be built on the Glebe and the remainder of the Glebe would legally be put into the care of the Parish Council to use as a public space – possibly a community orchard. The Chair stated that confirmation had not been received from the owners that they want to proceed with this development. The Chair suggested the Parish Council contact the owners and ask if the Parish Council can have this land. There is S106 money which will be received from the Silverdale development for a green space in village. This could potentially pay for any costs/work for the project.

RESOLVED the Clerk to contact the S106 Officer to establish if the monies from the Silverdale development could cover this project. Proposed by the Chair and unanimously agreed by a show of hands. District Cllr Wright to be copied in on the email.

Minute 114228 **February 2025 Mini-Market report**

Cllr Kennard reported that only one point had been raised which was regarding the Dog Bin situate at the Little Rec which fills up very quickly and overflows every week. It is emptied once a week on a Tuesday. A request for either a larger bin or a second bin was made.

Minute 114229 **Update re Broad Oak Working Group**

A meeting is to be arranged in the near future.

Minute 114230 **Correspondence**

- (i) Text received from a parishioner in Ellerhayes concerning the speed vehicles drive through the Hamlet

A text had been received from a parishioner in Ellerhayes which had been circulated to all Councillors prior to the meeting regarding concerns at the speed vehicles were driven through the Hamlet. County Cllr Squires pointed out that sometimes there is a perception of speed when in fact cars were not being driven over the speed limit. In order to get a SCARF assessment the speeds needs to be recorded prior to the assessment taking place. She confirmed she would ask for the initial speed assessment to be carried out.

- (ii) Emails received from residents expressing concern regarding vehicles parking at the junction/access of Livingshayes Road

The Local Neighbourhood Officer had confirmed Livingshayes Rd is not the responsibility of County Highways. He believes the footpath outside the properties in Livingshayes Road may be the responsibility of Mid Devon District Council. It was noted that the boundary features of the properties in Oak Close opposite the properties in Livingshayes Road have not been maintained which made the road narrower. It was agreed the Clerk would send an email to County Cllr Squires asking for double yellow lines in this area and the Clerk would report the overgrown vegetation on the Devon County Council "Report a Problem" website.

Minute 114231 **Matters brought forward by the Chair (no decision can be made on any items raised)**

No matters were raised.

The Chair closed the meeting to members of the public and the press at this point.

PART II

The Council are excluding members of the public and the press to progress a matter of a confidential matter (Public Bodies (Admissions to Meetings Act) 1960 Local Government Act 1972 ss 100 and 102

Minute 114232 **To consider quotations received relating to the repair works required to the play equipment in the Children's Play Area**

Rhinoplay had installed the latest round of play equipment and had also installed the climbing wall and quoted for repairs. The Company will also look at the other gate and if this can be adjusted they will do so and not add this to the quote. The figure quoted for the work was £5,671.00

TK Play had not been asked to make the repairs to the climbing wall as it was under warranty to Rhinoplay. The figure quoted for the work was £5,775.00

Two other companies replied and said they couldn't assist and one did not reply.

RESOLVED the Parish Council accept the quotation from Rhinoplay. Proposed by Cllr Maylan and unanimously agreed by a show of hands.

Minute 114233 **To consider quotations re work required to Lime Trees and trees on the Recreation Field**

The Clerk stated she was waiting for a quotation from Teign Trees and she would chase for this.

Minute 114234 **Consider quotations re Bus Shelter Repairs**

Two quotations had been received, one from R&H Roofing Services at a cost of £4,680.00 which was for a complete re-roof and one from Paul Gawen in the sum of £200.00 who stated there was a broken slate at the top left of the roof and the gutter above was leaking at this point. The top hip tile may require removal and resetting to replace the broken slate that fits under it.

RESOLVED to accept the quotation supplied by Mr Paul Gawen. Proposed by the Chair and unanimously agreed by a show of hands.

Meeting closed at 9.36 p.m.