

Minutes of the Annual meeting of Silverton Parish Council
held Monday 12th May 2025 at 7.30 p.m. in the Silverton Community Hall

Present: Cllrs Emily Chanter, Ruth Harrison, V Maylan, Gavin Donovan, Simon Hedges (Chair), O Kennard, Allen McManus & Josh Wright (also District Cllr) together with District Cllr Rhys Roberts

Minute 114278 **Election of Chair**

RESOLVED that Cllr Hedges be appointed Chair for the forthcoming year. Proposed by Cllr Kennard and unanimously agreed by a show of hands.

Minute 114279 **Apologies for absence**

Apologies had been received from Clls Chris Eveleigh & Lewis Ward

Minute 114280 **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 prejudice al interests must leave the room for the relevant items)

None

Minute 114281 **To consider any applications for co-option onto the Parish Council**

None received

Minute 114282 **Meeting open to any questions from members of the public – 10 mins**

No members of the public attended the meeting.

Minute 114283 **Election of Vice-Chair**

RESOLVED that Cllr Harrison be elected Vice-Chair for the forthcoming year. Proposed by Cllr Donovan and unanimously agreed by a show of hands.

Minute 114284 **Election of Committees/Representatives on Local Organisations**

- (a) Planning Committee

After discussion it was RESOLVED to dispose of a Planning Committee as it had not been necessary for this Committee to meet but to reconvene the Committee if required in the future. Proposed by the Chair and unanimously agreed by a show of hands.

- (b) Community Hall Management Trust

RESOLVED Cllr Hedges be the Parish Council representative on the Community Hall Management Trust. Proposed by Cllr Kennard and unanimously agreed by a show of hands.

(c) Silverton Street Market Committee

The Chair confirmed he would remain the Parish Council's representative for one month but a volunteer was required and to be reviewed at the June meeting.

(d) Footpath Officer

RESOLVED Cllr Kennard be the Paish Council Footpath Officer. Proposed by the Chair and unanimously agreed by a show of hands.

(e) Richard's Educational Charity

RESOLVED that Cllrs Kennard and Chanter be the Parish Council's representatives on the Richard's Educational Charity. Proposed by the Chair and unanimously agreed by a show of hands.

(f) Silverton Parochial Trust

RESOLVED that Cllr Maylan and Mr James Blackburn be the Parish Council representatives on the Silverton Parochial Trust. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114285 **Minutes of the meeting held on the 7th April 2025**

RESOLVED the Minutes of the meeting held on the 7th April 2025 be accepted as a true record. Proposed by the Chair. A vote was taken by a show of hands with 6 in favour and 2 abstentions.

Minute 114286 **Minutes of the meeting held on the 16th April 2025**

RESOLVED the Minutes of the meeting held on the 16th April 2025 be accepted as a true record. Proposed by the Chair. A vote was taken by a show of hands with 4 in favour and 4 abstentions

Minute 114287 **Action Plan**

100 – Road Conditions and Repairs (Traffic Safety Sub-Committee)

111 – (Monitoring of road repairs from Park Road to Red Cross) – RESOLVED to ask the newly elected County Cllr Steve Keable to investigate the current position as to the awaited Deed of Easement and to copy in District Cllrs Roberts and Wright to the email.

112 – (Condition of Park Road to Red Cross) – RESOLVED to ask County Cllr Steve Keable to make enquiries as above.

113 – (Road Warden Scheme) – Clerk to provide Cllr Ward with the list of volunteers.

114 – (Roach Lane) – RESOLVED to ask County Cllr Keable to make enquiries as to the current position

120 – Traffic and Pedestrian Safety(Traffic Safety Sub Committee)

123 – Working Group away – As both Cllrs Eveleigh and Ward were not present there was no update

124 (Local Highways Officer's guidance on sign location in Upexe Road) – RESOLVED to ask County Cllr Keable to investigate the current position.

125 (Speeding in Ellerhayes) – RESOLVED to ask County Cllr Keable to investigate the current position

130 – Public Transport

132(a) Bus timetable in the Square – it was RESOLVED to chase Devon County Council regarding the new time table case for the Square

134 - (Bus subsidies) – RESOLVED to ask County Cllr Keable if he could establish when the bus subsidies are considered by Devon County Council.

210 – Big Rec (Vicky Maylan & Ruth Harrison)

215 – (Skate Park) – White Rose Tarmacadam Limited are scheduled to start work on the 25th June 2025. It was noted reference to the “April” Agenda should have read the “May” Agenda.

217 - (Bug Hotels) – Cllrs Harrison and Maylan suggested the bug hotels should be situated down the side of the Recreation Field by the stream, on the ground and in trees with one bug hotel being situated on the Jubilee Garden area. The Primary School currently hold the Bug Hotels and Cllr Wright will establish when these can be collected. After discussion it was RESOLVED that a budget of £50.00 be agreed in relation to the cost of erecting the bug hotels. Proposed by Cllr Wright and unanimously agreed by a show of hands.

219 (Request by Football Club to have an electricity supply to the Tennis Hut) – It was noted this was an Agenda Item

With regard to the stand alone toilet block near the Tennis Court, District Cllr Wright will establish whether or not planning permission will be required.

220 (Public Protection Order for Recreation Field) – District Cllr Wright stated he had not heard back from the Officer responsible and will therefore chase.

230 – Little Rec, Berry, Church and Environs (Olivia Kennard and Emily Chanter)

230(a) – (Maintenance of trees on Berry) – Although Mr Webster had verbally agreed to weeds being placed on the Church bonfire it was agreed written authority was required. Cllr Donovan will email Mr Webster asking him to confirm approval by copying the parish clerk into a reply agreeing that the Parish Council may put weeds on the bonfire.

230(b) – (Weeds along the path in Church Road) - The Chair and Clerk to arrange a meeting with the Handyman.

232 – (Lime Tree Generation Programme) – The Chair had provided a draft Plan to Cllrs Kennard and Harrison who will report back in due course. The Chair will now withdraw from the process.

234 –(Cobbled Path) – Cllr Kennard to speak to Mr Neil Maylan and report back.

235 – (Installation of electrical charging points) – Chair declared a personal interest in this item as he owns an electric car.

District Cllr Wright stated there was nothing formal in the pipeline but Silverton was on the list to have chargers in the future but the list is long. Chargers are being installed when grants are available. District Cllr Wright indicated he doesn't know who are on the list.

236 – (Possible acquisition of land at The Glebe) – no update

240 – Square, Fore Street and High Street (Cllrs Ward and Eveleigh)

242 – (Purchase of BT telephone box) – It was noted MDDC have made the decision to oppose the removal of the telephone box but it was agreed the Clerk should make enquiries of BT as to who owns the land on which the telephone box currently sits. This is with the view to the Parish Council possibly purchasing the telephone box in the future.

300 – Admin, Finances and Miscellaneous (Chair and Cllr Harrison)

- 301 – (Consider S106 projects and unspent funding) – The updated figures from MDDC were noted and the Chair will compare these with those prepared by himself and the Clerk.
- 303(b) – (Seat for Little Rec utilising Locality Grant) – Cllr Kennard confirmed the Richards Educational Charity has agreed to additional seating but clarification as to the proposed siting of the seats. RESOLVED Cllrs Kennard and Harrison will agree the siting and the Clerk will confirm the positions to the Charity for its consideration.
- 305 – (Direct Debit payment to Westcotts) – this will be set up when the next payment is due.
- 306 – (Facebook Poll) The Chair confirmed he has submitted an for Silverleigh Magazine.
- 307 – (Emergency Plan) – The Clerk and Chair to arrange a meeting. There is a local meeting on 20th June giving advice and guidance on Emergency Planning and the Chair has registered to attend.
- 309 – (Expanding sharing facility on SPC Website) – RESOLVED Cllr Wright to meet with the Clerk and Chair to explore possibilities of expanding the sharing facility on the website.
- 310 Purchase of additional dog bin – Cllr Kennard stated she was having difficulties working out where to place an additional dog bin. After discussion it was agreed Cllr Kennard will give this some further thought and report back to the June meeting.
- 311 Request by Silverton Street Market to reinstate electricity to Old Fire Station – Cllr Harrison indicated she believed the Street Market Committee may not have read the letter sent by the Chair relating to this item. The Chair will update at the June meeting.

Minute 114288

Discussion with District Councillors Roberts and Wright

District Cllr Roberts explained there was now a new political cycle with no party having an overall majority on Devon County Council and it will be interesting to see how this work. He confirmed Steve Keable had been elected Councillor for Creedy Taw and Mid Exe and was known to him and Cllr Wright. District Cllr Roberts thanked the Chair for attending the recent joint parishes meeting at Thorverton with Gwen Duchesne, the newly appointed Cabinet Member for Parish and Community Engagement.

District Cllr Roberts reported the sudden passing of Cllr Frank Letch MBER, Chair of MDDC who will be sadly missed.

Thorverton had now acquired land for affordable housing and it appears this project will now be able to move forward

District Cllr Wright confirmed MDDC were now in the top 5% in relation to recycling which brings in circa £1M and helps provide services. Applications by small/medium businesses for the Devon Green Enterprise Grant Initiative can be made to MDDC. With regard to overcharging and undercharging with the housing rents, it was accepted that MDDC should have done better and this will have an impact later. There is a 25% discount for carers Leisure Centres and if the carer is under 18 a 100% discount is applied. Active Mid Devon is now live with a new App. Both Tiverton and Crediton will be having their changing rooms updated.

Minute 114289

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) Application

25/00492/HOUSE – Erection of single storey rear extension – 15 Ellerhayes, Hele

RESOLVED the Parish Council recommends approval of the above application. Proposed by the Chair and agreed by a show of hands. (Cllr Wright did not vote)

25/00520/LBC – Listed Building Consent for installation of EV charging point at South Cottage, School Road Silverton

RESOLVED the Parish Council recommends approval of the above application. Proposed by the Chair and agreed by a show of hands. (Cllr Wright did not vote).

25/00554/HOUSE – Erection of replacement garage – 17 Church Road, Silverton

RESOLVED the Parish Council recommends approval of the above application. Proposed by the Chair and agreed by a show of hands proposes. (Cllr Wright did not vote)

(b) Approvals/Refusals (received from MDDC)

APPROVAL OF FULL PLANNING PERMISSION – Autumn Leaves, Park Road, Silverton – Erection of a porch and WC extension with associated works (25/00152/HOUSE)

APPROVAL OF FULL PLANNING PERMISSION – Ruffwell Inn, Thorverton – Conversion of redundant public house to 4 dwellings (24/01628/FULL)

APPROVAL OF FULL PLANNING PERMISSION – 1A Tuns Lane, Silverton – Erection of extension to east and west elevations, conversion of garage to bedroom and raising of roof to provide first floor accommodation (25/00139/HOUSE)

APPROVAL OF FULL PLANNING PERMISSION – Land and buildings at NGR 295628 103382 Silverdale, Silverton – Variation of condition 2 of planning permission 23/00937/FULL (erection of 3 dwellings following demolition of barns utilising the Class Q fallback position) to allow substitute plans relating to alterations to ground floor layout and omission of window on side elevation for House Type 2 and the addition of 2 detached garages (25/00294/FULL)

APPROVAL OF LISTED BUILDING DISCHARGE OF CONDITION – 9 Newcourt Road, Silverton – Discharge of Condition 2 of Listed Building Consent 24/00462/LBC relating to external materials (25/00345/LBCDOC)

TREE PRESERVATION ORDER CONSENT – The Tower, 15 Prispen House, Prispen Drive, Silverton – Application to remove 1 limb on 1 Holm Oak tree protected by Tree Preservation Order 97/00015/TYP (25/00316/TPO)

APPROVAL OF FULL PLANNING PERMISSION – Land and Buildings at NGR 294958 104779 Ravenhayes, Silverton – Erection of self build dwelling and garage following demolition of existing barn (25/00383/FULL)

(c) Any other planning matters

REMOVAL OF PUBLIC PAYPHONE SERVICE, NEWCOURT ROAD, SILVERTON – letter from MDDC confirming the decision to the proposal was object. `Clerk to try and establish who owns land on which the payphone stands

Minute 114290

Finances

(a) Monthly invoices

- Mrs S Woodland – Clerk's wages £708.16 + expenses £24.72 (Microsoft payments for March and April 2025) = £732.88
- Mr D Marsden – Handyman's monthly invoice - £625.00
- Mr P Gowen – Repairs to Bus Shelter – £200.00
- Penny Clapham – Internal Audit fee + mileage - £103.00
- E-on Next – Electricity to Air Ambulance Landing Site - £17.64
- Mr S Hedges – Chairman's expenses (printer ink) - £95.59
- Parsons Landscapes Limited – March grounds maintenance - £1,008.22
- Parsons Landscapes Limited – April grounds maintenance - £1,008.22
- Hi-Line – Risk Assessment – The Berry - £504.00
- Hi-Line – Tree Risk Assessment – Recreation Field - £420.00
- Silverton Evangelical Church – Contribution of Parish Youth Worker - £3,250.00
- Zurich Municipal – Annual insurance - £819.95 (Policy having been circulated to Cllrs prior to the meeting)
- Rhino Play – repair works to the Children's Play are - £6805.20

RESOLVED all payments save the payment to the Chair be accepted for payment.
Proposed by the Chair and unanimously agreed by a show of hands.

RESOLVED the payment to the Chair be accepted for payment. Proposed by Cllr Harrison and agreed by a show of hands. (The Chair did not vote)

A payment of £52.00 is due to the Information Commissioner's Office. RESOLVED the Clerk to pay this with her own debit card which will then be refunded. Proposed by the Chair and unanimously agreed by a show of hands.

After discussion it was RESOLVED the Clerk investigates obtaining a Parish Council Debit Card which would enable the Parish Council to recover VAT on various payments.

(b) Other Financial Matters

(i) Consider Internal Auditor Report

A copy of the Internal Auditor's Report had been circulated to Cllrs prior to the meeting for their information. With regard to the points raised it was agreed as follows:

1. Clerk and Chair will have a meeting with the Vice-Chair to address with a view to comparing actual income and expenditure to the budget.
2. With regard to the Clerk's pay increase to Scale SCP 23, it was RESOLVED the increase be agreed and back-dated to beginning of current financial year. Proposed by the Chair and unanimously agreed by show of hands.
3. RESOLVED to pay the Clerk the recommended home working sum of £6 per week (£72.00 per quarter) as from the beginning of the current financial year. Proposed by the Chair and unanimously agreed by a show of hands.
4. Noted.
5. The dates for the exercise of the public rights in relation to the annual audit are commencing Tuesday 3rd June 2025 and ending on Monday 14th July 2025.
6. Training – It was noted the DALC Training Officer will give training and attend a meeting and the Parish Council will need to put a figure for this in the budget going

forward. The Clerk to report to the June meeting the cost of an evening training course with DALC and the cost of individual training

7. Pay as You Go phone – RESOLVED a budget of £25.00 be set to purchase a PAYG phone. Proposed by the Chair and unanimously agreed by a show of hands.
8. Councillor email addresses - The Chair stated he is investigating Google “sites”. Cllr Wright saying he feels this is not necessary as all official correspondence should be sent by the Clerk only. RESOLVED to ask the Internal Auditor to clarify the regulations on this point. Proposed by Cllr Wright and unanimously agreed by a show of hands.

(ii) To complete:

- 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.

1. “Yes”
2. “Yes”
3. “Yes”
4. “Yes”
5. “Yes”
6. “Yes”
7. “Yes”
8. “Yes”
9. “N/A”

RESOLVED the above responses be given to the questions raised in Section 1 of the AGAR. Proposed by the Chair and unanimously agreed by a show of hands.

- Section 2 of the Annual Governance Return for year ended 31.3.2024

The Clerk 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.

RESOLVED the Parish Council accept the figures shown. Proposed by the Chair and unanimously agreed by a show of hands.

(iii) To note AGAR Bank Reconciliation

The Bank Reconciliation had been circulated to all Council members prior to the meeting.

RESOLVED the Parish Council accept the figures shown as a true and accurate record. Proposed by the Chair and unanimously agreed by a show of hands.

(iv) To note AGAR Explanation of Variances

The Explanation of Variances had been circulated to all Council members prior to the meeting. It was noted that in Section 5 reference to a “Social Worker” should in fact be a “Youth Worker”. RESOLVED subject to the amendment to Section 5 the Parish Council approves the content of the Explanation of Variances. Proposed by the Chair and unanimously agreed by a show of hands.

(v) To note AGAR Public Rights Notice

A copy of the Public Rights Notice was available for Councillors' information. As mentioned above the dates for the exercise of the public's rights commence on Tuesday 3rd June 2025 and finish on Monday 14th July 2025.

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

RESOLVED that Cllr Maylan be appointed the Parish Councillor to carry out quarterly financial checks. Proposed by the Chair and unanimously agreed by a show of hands.

- (vii) To note Pre-notification statement from Unity Trust Bank re Bank Charges for April - £6.00

Noted

- (viii) To note end of month Bank balance for April 2025

A copy of the end of month bank reconciliation had been circulated to Councillors prior to the meeting which was countersigned by the Chair and Cllr Maylan at the meeting.

- (ix) Consider purchase of additional Dog Bin for the Square area

Discussed above

- (x) Review of Statement of Internal Control to cover internet banking

Agreed to defer to June meeting

- (xi) S106 Funding Report received from MDDC

Discussed above

- (xii) Microsoft 365 Business Standard Subscription renewal

RESOLVED to review the Microsoft 365 Business Standard Subscription at a cost of £10.30 per month. Proposed by the Chair and unanimously agreed by a show of hands.

- (xiii) Quote received from Zurich Insurance Company - £819.00 – annual insurance

Already discussed above

- (xiv) Fund raising idea from MDDC/Templeton Parish Council re collecting scrap metal

The Chair pointed out he felt this was a lot of work for not a lot of money and it was agreed the Parish Council would note the information provided.

Minute 114291 **Review of Standing Orders – to consider increasing limit at which 3 quotations are not required**

The Clerk had reminded the Chair that under Standing Orders once a decision had been taken it cannot normally be discussed again for 6 months. It was agreed this would be discussed further later in the year once the 6 months had elapsed.

Minute 114292 **Football Club update**

The update from Football Club had been circulated to all Councillors prior to the meeting.

Goal posts – The Football Club will investigate the problem with stability of the goal posts and renew if necessary. The Football Club can get a grant for 75% of the work but it would be looking to the Parish Council to contribute the outstanding 25%. Cllr Wright pointed out these goal posts were purchased with public contributions after an on-line appeal and he did not feel they should be removed.

After discussion it was RESOLVED to send an urgent email to Ke-Pring saying the posts are very wobbly and dangerous and asking if they would carry out a site visit and quote to secure them in line with current regulations. Proposed by Cllr Wright and unanimously agreed by a show of hands.

It was agreed to ask the Football Club for more information in relation to replacement goal posts but explain the Parish Council are trying to get the goals secure. Also ask why a youth goal post is required – are they competing in a competition that requires specific pitch and goal sizes? It was agreed to ask the Football Club to meet with Cllrs Harrison and Maylan to discuss its proposals?

With regard to electricity to the Tennis Hut, there had been a delay in taking over the billing. It was agreed the Clerk to contact the Football Club and ask it to confirm it has spoken to the Air Ambulance and confirm completion of all the other conditions as per the initial agreement sending a copy of the initial agreement as a reminder.

Minute 114293 **Neighbourhood Plan – The Glebe**

No update.

Minute 114294 **May 2025 Mini-Market report**

The Mini-Market Report circulated prior to the meeting.

- (a) Stinging nettles on Rec – a request that the strimming of the stinging nettles be stopped to encourage wildlife. It was noted the strimming of the stinging nettles was part of the contract for the grounds maintenance work and the strimming is only carried out twice a year.
- (b) Stickers on cars parked inconsiderably – the Clerk stated she believed historically these had been handed out by the Police but are no longer available so far as she is aware.
- (c) Thanks for steps being repaired in Church Road – noted
- (d) Overflow in Sweetmeadow had ceased – this was noted but the Parish Council was unaware of the cause
- (e) Request for more benches on the Recreation Field – it had been confirmed this was in progress
- (f) Various road signs left in the village – the Clerk confirmed she had sent an email to the Local Highways Officer asking if these can be picked up
- (g) A request for a Litter Pick Group had been made. The Chair confirmed that if any parishioner would like to arrange for a Litter Pick the tools were available.

Minute 114295 **Update re Broad Oak Working Group**

No update

Minute 114296 **Correspondence**

- (a) MDDC – Parish Council Training sessions – the information had been circulated to Councillors prior to the meeting
- (b) MDDC – Play Area Inspection Report – The Report was noted. Cllr Maylan informed the meeting that she was not sure if they had inspected the second gate and it was agreed the Clerk would ask if this had been done. The upper gate had been replaced.

Minute 114297 **Matters brought forward by the Chairman**

There were no matters brought forward

Meeting closed at 9.34 p.m.