

Minutes of the meeting of Silverton Parish Council
held Monday 2nd June 2025 at 7.30 p.m. in the Silverton Community Hall

Present: Cllrs Emily Chanter, Ruth Harrison, Vicki Maylan, C Everleigh, Gavin Donovan, Simon Hedges (Chair), O Kennard, Josh Wright (also District Cllr) and County Cllr Steve Keable.

Minute 114298 **Apologies for absence**

Apologies had been received from Cllrs Alan MacManus & Lewis Ward together with District Cllr Rhys Roberts.

Minute 114299 **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 114300 **To consider any applications for co-option onto the Parish Council**

None received.

Minute 114301 **Meeting open to any questions from members of the public – 10 mins**

No members of the public attended the meeting.

Minute 114302 **Discussion with County Cllr Steve Keable and District Councillor Josh Wright**

County Cllr Keable explained he would be preparing a report monthly which would be sent to the Clerk. The June report sets out the new Council and Cabinet roles for information purposes. He confirmed there had been no coalition agreement.

With regard to the outstanding issues in the Parish, County Cllr Keable was able to update as follows:

With regard to the Drainage Deed of Easement in relation to a pipe which has collapsed in a field between Red Cross and Park Road, a site meeting took place on the 28th May. The Devon County Council drainage design team are discussing the options.

With regard to the condition of the road between Red Cross and Park Road this was taken into account at the site meeting. Patching will only take place once the Deed of Easement has been agreed and the necessary works completed.

County Highways has carried out some minor pipe clearance at the bottom of Roach Lane which will only help in a small way with the amount of runoff. The larger issue is further up

the lane on private land. There is a patching scheme in place but the land drainage and discharge on the private land needs resolving first.

The Local Highways Officer is happy to have a site meeting to discuss the position of the pedestrian signs in Upexe Lane.

The handheld survey relating to speeding through Ellerhayes has not yet been carried out for which the Local Highways Officer apologised.

Church Road – the status within the programme is being checked and Cllr Keable will update the Council when the information is available.

County Cllr Keable reiterated that all defects should be reported via the Devon County Council “Report a Fault” Website and reference numbers to be forwarded to him if no response is received. This advice is also applicable to parishioners who report faults independently and do not receive a response.

County Cllr Keable confirmed he would provide an update with regard to the bus subsidy dates in due course.

District Cllr Josh Wright explained that bus tickets from Exeter tickets to Silverton can show the destination as Tiverton which then results in inaccurate figures.

A Summer discount is available for student membership for all leisure services and there is a self-service portal available. A Home Energy Advice Company is available which can advise residents. A Working Group has been set up to try and improve services.

Minute 114303 **Minutes of the meeting held on the 12th May 2025**

RESOLVED the Minutes of the meeting held on the 12th May 2025 be accepted as a true record. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114304 **Action Plan**

200 Community Spaces & Activity (Vicky Maylan & Ruth Harrison)

219 – Football Club – Cllr Maylan had circulated a copy of the Notes from a meeting held between herself, Cllr Harrison and Rob Jones (representing the Football Club). The various agreed Actions were discussed:

With regard to the goal posts, the Clerk to contact Kepring with a request they confirm the date and time they will be inspecting the goal posts so Rob Jones can be informed. He will also discuss stanchions with them which would enable the nets to be used with the current goal posts.

Mr Jones has agreed to contact Devon Air Ambulance again to obtain its formal written confirmation that the work can proceed.

With regard to the installation of a Portaloo at the road end of the Tennis Hut, District Cllr Wright had established that provided this was less than 4 metres high and 200m³ capacity, the works would be classed as permitted development. The Club had received a quotation from SWWA of £6,000 to instal water and sewage pipes with a view to making a permanent toilet and shower unit. After discussion it had been felt that it might be a good idea to install a larger concrete base now, the size being within the permitted development requirements, so that a more permanent building could be installed in the future when the Club have had a chance to fund raise. It was noted that a girls’ team cannot be formed without a Portaloo being available.

RESOLVED the Parish Council approves of a large concrete base being installed now with a Portaloo with a view to expanding in the future. Proposed by Cllr Maylan which was unanimously agreed by a show of hands.

With regard to refreshments at the hut, the Club proposed to make a hatch in the building by taking out the window. RESOLVED the Parish Council approves of the Club making a hatch in the building and selling refreshments on the basis the Club observes all necessary Health and Safety Issues and obtains all relevant Hygiene Certificates. Proposed by Cllr Maylan and unanimously agreed by a show of hands.

With regard to the pitch maintenance, the Club has funding but not the equipment to do this themselves. The Clerk confirmed she had asked Parsons Landscaping if they were able to provide a quote for the Club and to contact Mr Jones direct.

There are several dead saplings adjacent to the Tennis Hut which require removal and it was agreed to ask the Handyman if he was able to carry out this work. One dead sapling is adjacent to the Tennis Hut and a group of saplings are on the road side. Cllr Maylan confirmed she could meet with the Handyman if necessary.

The Clerk to advise the Football Club when the resurfacing of the skate park is due to take place and they will remove the goals which are currently being stored against the fence.

With regard to the goal posts, the Football Club has some nets which need stanchions. It was agreed the Football Club should deal direct with Kepring and the Clerk will ask Kepring for an update.

220 – Public Protection Order – District Cllr Wright confirmed the request was still being considered by the Legal Department.

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

230(a) – Trees on Berry – As there had been no response from Mr Webster the Chair suggested this be taken off the Action Plan which was agreed.

232 – Lime Tree Generation Programme – Cllr Kennard had circulated information by email prior to the meeting and it was agreed this would be considered at the July meeting.

234 – Cobbled path maintenance – Cllr Kennard confirmed she had spoken with Mr Maylan who had informed her that this work may possibly be included with the grant the Church may obtain as part of historic Silverton. Mr Maylan agreed the brambles can be removed but not the sapling roots as this may damage the historic cobbles. RESOLVED that a volunteer is found to clear the growth over the cobbles without causing any damage to the cobbles. The sapling roots to remain. Proposed by Cllr Chanter and unanimously agreed by a show of hands. Cllr Chanter will make enquiries as regards a suitable volunteer.

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

242 – Potential purchase of BT telephone box – the Clerk was waiting for a call back from BT.

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

303(b) – Seating for Little Rec utilising Locality Grant – Cllr Kennard had circulated details of the recommended siting for the seats. The two-seater seat to replace the seat near the Box Swap and the three seater seat to be placed adjacent to the Church path wall behind the Old Fire Station. RESOLVED the recommended sites be agreed. Proposed by the Chair and unanimously agreed by a show of hands. Clerk to obtain quote for fixing seats, anchoring and placing concrete slabs in front of the 3-seater.

309 – Expanding sharing facility on SPC website - meeting to be arranged

311 – Request by Silverton Street Market Committee to reinstate electricity to Old Fire Station – The Chair stated he had been unable to attend the last meeting but will make enquiries as to the current position and provide an update at the July meeting.

312 – Application for a Debit Card – Cllr Harrison confirmed she would consider the application forms downloaded by the Clerk and advise at the July meeting.

314 - Budget comparison meeting – as the Clerk was not available during June it was agreed the Chair and Vice-Chair meet to consider the current financial position and report back to the July meeting.

317 - Clarification as to regulations regarding Councillors' email addresses – the Internal Auditor's response had been circulated to all Councillors prior to the meeting. As there appeared to be no legal requirement for Councillors to have generic email addresses it was agreed no further action was required at this time.

Minute 114305 **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

25/00688/CAT – Notification of intention to reduce the height of 1 Birch tree by 2m and remove 2 Poplar trees within a Conservation Area – 8 Fore Street, Silverton.

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

(b) Approvals/Refusals (received from MDDC)

APPROVAL OF FULL PLANNING PERMISSION –50 Fore Street, Silverton – Alterations to fenestration, erection of a covered seating area to the front, covered store and bay window to the side and widening of vehicular access (25/00392/HOUSE).

APPROVAL OF FULL PLANNING PERMISSION – Erection of single storey rear extension – 15 Ellerhayes, Hele.

APPROVAL OF FULL PLANNING APPLICATION – Change of use of orchard to extension of burial ground – land at NGR2957 102810 South of Silverton Church Hall, School Road, Silverton.

(c) Any other planning matters

None

Minute 114306 **Finances**

(a) Monthly invoices

- Mrs S Woodland – Clerk's wages £708.16
- Mr D Marsden – Handyman's monthly invoice - £625.00

Direct Debit payments to be set up:

- Thomas Westcott – annual Accountant’s invoice
- Information Commissioner’s Office – annual payment

RESOLVED the above payments be accepted and the Direct Debits to Thomas Westcott and the ICO be set up. Proposed by the Chair and unanimously agreed by a show of hands.

(b) Other Financial Matters

(i) To note end of month Bank balance for May 2025

A copy of the end of month bank reconciliation was available for Councillors to view. The Bank Reconciliation was countersigned by the Chair and Cllr Maylan.

(ii) Update re purchase of additional Dog Bin for the Square area

Cllrs Kennard and Chanter had carried out site visits as to potential sites for an additional dog bin but it was felt the only place was on the triangle where Newcourt Roads meets the road that runs down from Church Road to Exeter Road.



The Clerk to try and establish who owns this land.

(iii) Church Road weeds

The Handyman had indicated he felt an additional hour should be added to his contract to cover keeping the section of Church Road tidy and free of weeds. He had stated that he does currently keep an eye on the condition of the weeds and strims when he can depending on where cars are parked. RESOLVED that the Handyman Contract be amended to show 26 hours at an additional cost of £25 per month from 1st July 2025. PROPOSED by the Chair and agreed by a show of hands. It was agreed that during the Winter months when the weeds would not be growing that the Handyman be asked if he would cut back the shrubs/brambles on the Pond Site.

It was noted that the steps in the Children’s Play Area needed weeding

(iv) DALC Training

After discussion it was agreed that the “working with the community” and “being a good employer” modules were not required but a request be made for a “planning” module to be included. It was agreed the Clerk and Chair were to have authority to arrange a training evening.

(v) Review of Statement of Internal Control to cover internet banking

A draft Statement which had been prepared by the Clerk had been circulated prior to the meeting in which Paragraph 3(c) had been amended to reflect internet banking. RESOLVED that the Parish Council adopted the draft Statement. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114307 **Annual Review of Parish Council Policies**

It was agreed the Clerk would circulate a complete list of Policies to all Councillors and one Policy would be reviewed each month rather than having an annual review at one meeting.

Minute 114308 **Neighbourhood Plan – The Glebe**

No current update and it was agreed this item would be removed from the Agenda.

Minute 114309 **Update re Broad Oak Working Group to include email from Mr P Smith confirming St Mary's Church would be interested in using some of the timber from the Broad Oak in its ceiling repair and conservation project**

No meeting had taken place this year as there was no current update with the wood in situ and seasoning.

A request had been made from Peter Smith asking if it would be possible to use some of the wood in the ceiling repair and conservation project at St Mary's Church. It was agreed a meeting of the Broad Oak Working Group be arranged when the request could be considered.

Minute 114310 **Correspondence**

- (a) Email from Brendan Bellis informing the Council that warning cones have been placed outside 8 Church Road which is slightly on The Berry. This is due to tree roots in 6 Church Road damaging the pillar and pushing it forward. The homeowner's insurance is covering the repair work which will take place in due course when all necessary permissions are in place.

This above was noted.

- (b) Email from Rhys Jones asking for clarification as to walking dogs across the Recreation Field. It was agreed that a ban on walking dogs on the Recreation Field was a historic custom and practice not to walk dogs over the Recreation Field. Walking dogs on the paths would confuse people who may then think they can let dogs off their leads.

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

The Chair reminded Councillors that they can register for an account with the Devon Association of Local Council. Various information can then be viewed on its website.

The Chair reported he had recently attended an Emergency Plan meeting which confirmed the Parish Council Emergency Plan is out of date and needs reviewing.

It was noted the Tennis Court post for the net had sheared off at the base. The Handyman had indicated he had a spare net and would look at fitting this when he returns from holiday.

Meeting closed at 9.04 p.m.