

**Minutes of the meeting of Silverton Parish Council**  
**held Monday 5<sup>th</sup> January 2026 at 7.30 p.m. in the Silverton Community Hall**

**Present:** Cllrs Ruth Harrison, Simon Hedges (Chair), Olivia Kennard, Peter Kidds, Allen McManus, Chris Eveleigh & Josh Wright (also District Cllr)

**Minute 114409**                      **Apologies for absence**

Apologies were received from Cllrs Gavin Donovan, Emily Chanter and Lewis Ward together with District Cllr Rhys Roberts & County Cllr Steve Keable

A minute's silence was held in memory of Liz Trebble and Jim Wise both of whom had recently passed away. Liz Trebble had been a Parish Councillor for many years and had worked on the Neighbourhood Plan and Jim Wise regularly attended Parish Council meetings raising various issues. Both will be sadly missed in the village.

**Minute 114410**                      **To note any declarations of interest:**

- (a) Pecuniary  
None
- (b) Other Registerable Interest  
None
- (c) Non-Registerable Interest  
None

**Minute 114411**                      **Meeting open to any questions from members of the public – 10 mins**

No members of public attended the meeting.

**Minute 114412**                      **Discussion with District Cllr Josh Wright**

District Cllr Wright stated that there were no updates due to the Christmas and New Year period. There had been some upgrades of tennis courts and budgets were due to be set shortly.

The monthly Newsletter from County Cllr Keable had been circulated to all Councillors prior to the meeting.

**Minute 114413**                      **To approve Minutes of the meeting held on the 1<sup>st</sup> December 2025**

RESOLVED the Minutes of the meeting held on the 1<sup>st</sup> December 2025 be accepted as a true record. Proposed by Cllr Kidds and unanimously agreed by a show of hands.

**Minute 114414**                      **Action Plan**

**Traffic, Travel & Transport**

111 – Road Repairs from Red Cross to Park Road - This work had been undertaken and the item can be removed from the Plan.

112 – Condition of road from Red Cross to Park Road – This work had been completed and the item can be removed from the Plan.

114 – Roach Lane – County Cllr Keable had confirmed the clearing of the gravel is a MDDC road sweeping issue but he will check with Highways.

115 – Upexe Lane - no pending actions and this can be removed from the Plan.

### Traffic and Pedestrian Safety (Traffic Working Group)

124 – Signs on Upexe Lane. County Cllr Keable will ask for an update from the Local Highways Officer when they meet in January.

125 – Speed checks in Ellerhayes – County Cllr Keable to check with the Local Highways Officer when they meet in January.

126 – Drop kerbs - Hannah Rushton had provided an email showing details of where she felt drop down kerbs and steps are needed. Clerk to provide County Cllr Keable with a copy.

### Public Transport

132(a) – Bus bay at The Meads – Clerk to update County Cllr Keable on current position.

132(b) – Bus Time Table Holder - Agenda item

134 – Bus Subsidies – County Cllr Keable had confirmed in his report that these will be considered in 5 years' time (2029/30) likely with the Devon & Torbay County Combined Authority. This is the new Local Authority body that will be taking on strategic functions from 1 April 2026.

With regard to Silverton, the 355 bus service contract started in October 2022 and will continue to 2030 unless the bus operator gives notice to surrender the contract early or there are serious failings in performance or funding issues.

Concerns were raised that there are no buses to the village on a Sunday.

### Recreation Field

219(b) – Parishioner objection to DAAT floodlights being used by SYFC on the Recreation Field – Cllr Wright confirmed he had an informal discussion with the Football Club who confirmed that it is trickier to redirect the overspill from the lights than you would think. The Football Club are looking into it and Cllr Wright hopes to report further at the next meeting  
220 – Public Protection Order for Recreation field – Cllr Wright stated he had no update since the last meeting but will send a chasing email and report back to the February meeting.

### **Minute 114415**

### **Planning**

Cllr J Wright took no part in the following planning discussions as he is a District Councillor for the Silverton Ward and wishes to remain independent of the Parish Council so as to be able to represent parishioners if asked.

#### **(a) Applications**

25/01726/CAT – Notification to remove 1 Willow tree and 1 Elaeagnus to ground level within the Conservation Area – 21 King Street, Silverton

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

#### **(b) Approvals/Refusals (received from MDDC)**

APPROVAL – erection of first floor above existing garage for ancillary accommodation – 76 Wyndham Road, Silverton (25/01385/HOUSE)

#### **(c) Any other planning matters**

**FOR INFORMATION ONLY** – Prior Notification for the change of use of an agricultural building to 2 dwellings under Class Q – Land and buildings at Hayne Lane, Silverton – 25/01685/PNCOU

**Minute 114416**      **Finance**

(a) Monthly invoices

- Mrs S Woodland – Clerk's wages/expense reimbursement (£772.40) + Microsoft invoice for December (£12.10) = £784.50
- Mr D Marsden – Handyman's monthly invoice = £650.00
- HMRC – Clerk's Income Tax and NI (3<sup>rd</sup> Quarter) = £775.44
- St Mary's Church – contribution towards admin costs - £260.00
- St Mary's Church – annual grant re grass cutting of Churchyard = £1,562.00
- S Hedges – purchase of St George's flag = £65.94
- EON-Next – November invoice re Air Ambulance Landing Site - £2.74
- EON-Next – December invoice re Air Ambulance Landing Site - £21.37

RESOLVED the above invoices be paid by BACS Proposed by the Chair and unanimously agreed by a show of hands.

With regard to the Eon-Next invoices, the Football Club will be reimbursing the Parish Council for the electricity used as from January 2026.

RESOLVED - **CHQ NO: 300001** - Mr A Campbell - £250.00 - honorarium re winding parish clock – Proposed by the Chair and unanimously agreed by a show of hands.

The monthly Direct Debit payment to Westcotts (SW) LLP of £30.00 was noted

To note emergency repairs to the Children's Play Area steps had been authorised as an emergency item the Clerk and Chair on a Health & Safety basis during the month with a quote from the Handyman of £50.00 having been accepted.

(b) Any other invoices received since date of agenda

None

(b) Other Financial Matters

(i) To note December Bank Reconciliation

A copy of the December Bank Statement was available for Councillors to view. The December Bank Reconciliation was noted and countersigned by the Chair and Cllr Harrison as being accurate.

(ii) To consider quote to construct and install new bench on the Pond Site.

A quote had been received from the Handyman in the sum of £170.00, RESOLVED the quotation be accepted. Proposed by the Chair and unanimously agreed by a show of hands.

The Handyman had indicated that he could place a concrete slab in front of the seat for an extra £30.00. The Chair proposed a slab was not required as there had not been one in place previously and there had not been a problem in the past, and this was unanimously agreed by a show of hands.

(iii) Repairs to fencing in Recreation Field (adjacent to Coach Road) – Consider draft Specification

The Chair and Cllr Kennard had inspected each post individually and had made their recommendations as per the Specification circulated to all Councillors prior to the meeting. After

discussion it was RESOLVED that the Specification be sent to potential contractors. Proposed by Cllr Kennard and unanimously agreed by a show of hands.

(iv) Purchase of St George flag

The Chair confirmed the flag had been purchased and the invoice provided.

(v) Update re adopting the telephone kiosk in the Square and to consider Contract for Sale

A copy of the Contract for Sale had been circulated to Councillors prior to the meeting. After discussion it was RESOLVED that the Clerk sign the Contract and return it to BT. Proposed by the Chair and unanimously agreed by a show of hands.

An email from Silverton Local History Society had been circulated to all Councillors prior to the meeting. The Society had confirmed it would be in favour of setting up and maintaining some form of display in the kiosk once it had been acquired by the Parish Council. The Society stated that (a) the ownership of the kiosk would remain with the Parish Council (b) The History Society would be responsible for installing and maintaining the display materials and this would concern the history of Silverton and area and some information about the Society itself (c) the History Society would make no changes to the structure or material of the box without the explicit and precise prior approval of the Parish Council (d) No advertising or display space (free or paid) for any other purpose would be permitted without the prior approval of the Parish Council (e) the agreement to operate the arrangement would be put in place until, say, the end of 2027 and can be renewed thereafter by agreement of both parties and (f) the Parish Council would provide the Society with a key to the kiosk.

The Chair had previously recommended the kiosk should be kept locked for fear of vandalism but the History Society had stated they would like it unlocked and would like the Parish Council to try and leave the box unlocked initially and if any vandalism occurred this would then be reconsidered.

RESOLVED the kiosk to be left unlocked. Proposed by the Chair and unanimously agreed by a show of hands.

(vi) Location of Timetable holder/noticeboard and request for quotes

The Chair, Cllr Kennard and the Clerk had carried out a site inspection and the Chair had provided notes which had been uploaded to the share file. It was proposed that the timetable holder should be sited on the left hand inside wall of the bus shelter which will keep it sheltered and dry, it will be in a "portrait" orientation and it will be placed near to the outside edge of the wall in order that it can be read without having to mount the step to the bus shelter. It should be relatively low so it can be read by anyone using a wheelchair.

RESOLVED the timetable to be erected on the left hand inside wall of the bus shelter as per the Chair's notes. Proposed by the Chair and unanimously agreed by a show of hands. The Chair and Cllr Wright to arrange installation.

(vii) Consider purchase of Microsoft 365 Personal Licence for Clerk

The Chair reported problems had arisen during the month with the use of the laptop. RESOLVED a maximum amount of £100 can be spent on a Microsoft Office Licence in order that the Clerk can carry out her duties. Proposed by the Chair. A vote was taken by a show of hands with 6 in favour and 1 abstention.

(viii) Consider quotation from Parsons Landscaping in relation to grounds maintenance for financial year 2026/2027

A quotation had been received from Parsons Landscaping in the sum of £7,635.26. RESOLVED that Parsons Landscaping quotation be accepted without the need to go out for further tenders as the Parish Council are very pleased with the service being provided currently. Proposed by the Chair and unanimously agreed by a show of hands.

- (ix) Consider possibility of installing a concrete slab to the base of the steps in the Children's Play Area – quote provided by Handyman

The base of the steps to the Children's Play Area had become very muddy and slippery. The Handyman had initially provided a quotation to provide a concrete slab at the base of the steps but after discussions with the Clerk he now proposes fitting plastic matting which will eventually allow the grass to grow through. The cost to instal being £20.00, which includes the plastic matting. RESOLVED the quotation be accepted. Proposed by the Chair and unanimously agreed by a show of hands.

- (x) Consider updated financial papers and thereafter set the Precept for the financial year 2026/2027

Updated financial papers had been available for Councillors to consider prior to the meeting. The Chair reported that the figures were broadly in line with those discussed in November with only a few minor changes. The Local Government Reorganisation figure had increased to £500 from £250.00. The Parish Council have circa £5,000 more than the original forecast predicted and is in line with the Bank Statement.

The minor changes were discussed after which the Chair stated that if the Band D increased from £61.72 to £68.05 this would provide a 13.7% increase.

RESOLVED a precept of £62,275.00 be requested. Proposed by the Chair and unanimously agreed by a show of hands.

Thanks were given to the Chair, Vice Chair and Clerk for the work undertaken to produce the figures.

It was agreed a Savings Account be an Agenda item for February.

- (xi) Statement of Internal Control

A copy of the draft Statement of Internal Control was circulated to Councillors prior to the meeting. Cllr Harrison proposed the draft Statement be accepted which was unanimously agreed by a show of hands.

#### **Minute 114417      Annual Review of Standing Orders**

The Clerk had compared last year's Standing Order with the up-to-date version produced by DALC/NALC and had highlighted the changes in yellow on the version circulated to Councillors prior to the meeting.

The Chair stated he had some significant proposals for change and he would provide his proposals and circulate to all Councillors in the next few days.

The Chair pointed out that with regard to tenders etc, the suggested version had become more onerous and does not mention controls below £25,000 as such. The Chair had suggestions for up to £1,000 and between £1,000 and £25,000.00 and he had tried to model what the Parish Council do in his proposals.

There are lots of rules re debating in Council and the Chair feels these should be simplified and in particular public participation in meetings

The maximum meeting length is set at 2 hrs but the Chair proposes that the Parish Council aims to finish within 2 hrs but can go a further 20 minutes if required and agreed by Councillors.

Standing Orders refer to “Chairman” and “Vice-Chairman” and the Chair suggests changing these to “Chair” and “Vice-Chair”.

The proposed amendments to be an Agenda item for February.

**Minute 114418**      **Annual Review of Asset Register**

Additional items to be included in the Register are (a) Bus timetable, (b) additional bench on Little Rec and (c) Pond Site bench

There will be a notice for the basketball hoop to add in the future.

RESOLVED that subject to the above changes the Asset Register be adopted. Proposed by the Chair and unanimously agreed by a show of hands.

**Minute 114419**      **Consider/agree minor amendment to Handyman Contract**

It was noted that the Handyman Contract refers to the Handyman emptying the recycling bin in the Square but MDDC empties this bin and not the Handyman. RESOLVED the Handyman Contract be amended to reflect this change. Proposed by the Chair and unanimously agreed by a show of hands.

**Minute 114420**      **To consider proposal for double-yellow lines outside The Lamb Inn, Fore Street**

Cllr Eveleigh recommended that double yellow lines be requested from the corner of King Street to half way along the slabs outside the Lamb that bridge the Leat.

RESOLVED the Parish Council ask DCC to include a request for these lines when the next Order is submitted. Proposed by the Chair and unanimously agreed by a show of hands.

County Cllr Keable has referred to Double Yellow Lines in his monthly report and it was agreed to revert to him for further advice/clarification, especially about how we can assure him that there is unlikely to be opposition to any proposed opposition to any recommended change, and to ask if all requests for Double Yellow Lines need to be submitted by DCC in September as previously advised by the then County Cllr Margaret Squires.

**Minute 114421**      **Correspondence**

An email had been received from Ian Clarke relating to a Bollard in the Leat which District Cllr Wright was now dealing with. Clerk to reply to Mr Clarke updating him.

**Minute 114422**      **Matters brought forward by the Chair**

The proposed 2026 Mini-Market Rota had been circulated. Councillors to swap any dates between themselves which are not convenient.

Meeting closed at 9.04 p.m.