

Minutes of the ANNUAL MEETING of Silverton Parish Council
held Monday 11th May 2026 at 7.30 p.m. in the Silverton Community Hall

Present: Cllrs Ruth Harrison, Simon Hedges (Chair), Olivia Kennard, Emily Chanter, Peter Kidds, Gavin Donovan, Allen McManus, Lewis Ward & Josh Wright (also District Cllr)

County Cllr Steve Keable joined the meet late.

Minute 114471 **Election of Chair**

Cllr Ward proposes that Cllr Hedges be re-appointed Chair for the forthcoming year. A vote by a show of hands, was taken which was unanimous.

Minute 114472 **Apologies for absence**

Apologies were received from Cllr Chris Eveleigh & District Cllr Rhys Roberts

Minute 114473 **To note any declarations of interest:**

(a) Pecuniary

Cllr Chanter declared an interest in the planning application relating to Underleigh Mews

(b) Other Registerable Interest

None

(c) Non-Registerable Interest

None

Minute 114473 **Any applications to be co-opted onto Parish Council**

None

Minute 114474 **Meeting open to any questions from members of the public – 10 mins**

None

Minute 114475 **Election of Vice Chair**

Cllr McManus proposed Cllr Harrison be re-appointed Vice-Chair for the forthcoming year. A vote was taken by a show of hands which was unanimous.

Minute 114476 **Election of Committees/Representatives on Local Organisations**

(a) Planning Committee

The Chair pointed out the Parish Council were not permitted to meet remotely on line and therefore It either has to call an extraordinary meeting or give no observations.

RESOLVED a Planning Sub Committee be set up which can meet on line but only if the planning application deadline expires prior to the next planning meeting. Proposed by the Chair. A vote was taken by a show of hands with 6 in favour and 2 abstentions.

RESOLVED all members of the Parish Council be on the Planning Committee save Cllr Wright who would be invited to attend as an observer together with the Clerk. A vote was taken by a show of hands which was unanimous. with 8 in favour.

(b) Community Hall Management Trust

Cllr Donovan proposed the Chair be re-elected as the Parish Council representative. A vote was taken by a show of hands which was unanimous.

(b) Street Market Committee

Cllr Chanter proposed the Chair be re-elected as the Parish Council representative. A vote was taken by a show of hands which was unanimous.

(c) Footpath Officer

The Chair proposed Cllr Kennard re re-elected. A vote was taken by a show of hands which was unanimous.

(d) Richard's Educational Charity

The Chair proposed Cllrs Kennard and Chanter be re-appointed the Parish Council's representatives on the Charity. A vote was taken by a show of hands which was unanimous.

(d) Silverton Parochial Trust

Cllr Harrison proposed Vicki Maylan and James Blackburn be re-appointed the Parish Council's representatives on the Trust. A vote was taken by a show of hands which was unanimous.

Minute 114477 **To approve Minutes of the meeting held on the 13th April 2026**

RESOLVED the Minutes of the meeting dated 13th April 2026 be accepted as a true record. Proposed by Cllr Kennard. A vote was taken by a show of hands which was unanimous.

Minute 114478 **Discussion with District Cllr Wright**

District Cllr Wright confirm that in relation to the Local Government Reorganisation MDDC were still waiting for Government to decide. With regard to the proposed Asset Transfers, he is keeping an eye on that and chasing. In relation to planning, the Government are indicating there are not enough houses in the district and strategic plans are required. In relation to recycling, MDDC are considering how soft plastics can be recycled from the doorstep. The Leisure Centres offer Unpaid carer's discounts (20% and free if under 18). MDDC also offer an Emergency Fund, which is benefit based, for people struggling with oil payments.

Minute 114479 **Action Plan**

A copy of the Action Plan had been circulated to all Council members prior to the meeting.

Traffic, Travel & Transport

113 – Road Warden Scheme – The Clerk had sent an email to the Clerk at Morchard Bishop but had received no response. It was agreed that the Parish Council needs to ascertain who wants training. Cllr Ward indicated that there is a 2 day in person course for potholes which is primarily what the volunteers would like to do. Other courses are available. If the Parish Council do not want the volunteers to fill potholes there is an on-line course which is available, but as the primary need was to fill potholes, this was probably not relevant It was noted Employers Liability should be included in the Council's Public liability insurance.

124 – Pedestrian Signs in Upexe Lane

Cllr Keable to update. His update appears later in these minutes.

125 – Speeding at Ellerhayes – The Chair confirmed the plan showing where the camera should be sited had been emailed to County Cllr Keable.

126 – Drop Kerbs in Applemede

Cllr Keable to update. His update appears later in these minutes.

127(a)(b)(c) – Double Yellow Lines

Everything has been consolidated (plans, comments, Poll) and sent to County Cllr Keable. Cllr Kennard pointed out that drivers tend to park on both sides of the road and this causes problems for residents reversing out of their drives and she has been asked if Double Yellow Lines could be put on both sides of Silverdale. It was noted additional traffic using this road will be generated from the new buildings. It was agreed this to be an Agenda Item for June.

131 – Bus Shelter

Cllr Wright had mislaid the key to the new noticeboard and is attempting to obtain a copy.

132(a) – Bus Bay outside The Meads

Cllr Keable to update. His update appears later in these minutes.

132 (b) – Bus Timetable

Cllr Wright confirmed this would be installed during half term.

Recreation Field

220 – Public Protection Order –

Cllr Wright has not heard any update. However, a notice announcing the proposed change had been put up at the Big Rec.

222 – Potential community orchard on MDDC land in Recreation Field

Awaiting an update from the S106 Officer.

224 – Bike Trail/Ramps in Rec

Cllr Chanter stated she had not been able to make contact with Broadclyst Parish Council and therefore they are no further forward. She would try again.

225 – Rospa repairs

Works are due to commence on the 2nd June.

Little Rec, Berry, Church and Environs

236 – Possible acquisition of land at the Glebe

An update had been received from Country Focus confirming it was still progressing the potential sale of the site with their clients and are working with all interested parties to make

them aware of the Parish Council's position regarding the aspirations set out in the Neighbourhood Plan, and that they would let the Parish Council know if there was any progress

Square, Fore Street and High Street

238 – Planters, electricity etc.

Cllr Kennard confirmed the Richard Educational Trust were not agreeable to planters being placed on the wall due to this having been renovated recently: it does not want it damaged by drainage etc. The Trust would prefer only one additional picnic table. With regard to the proposed paving for the entrance to the book swap, the Trust had concerns with regard to the run off of water so the work would need to take account of this. It was noted that any potential work is subject to S106 monies approval.

241(a) – Fire Engine House

Cllr Kennard asked what size the sign should be and it was agreed 2 – 3 feet wide and 10 inches deep and potentially to be sited over the door.

214(b) – The Chair confirmed he had met with Ellen Cocking and had circulated an update but this was too late to be included on the Agenda. The Chair stated that he intended to call an Extraordinary meeting immediately after the Annual Parish Assembly to discuss this point.

320 – Transfer of Land to Parish Council

The Clerk is researching the procedure to apply for the proposed land to be transferred to the Parish Council.

321 – Provision of Audio Visual for Dorothy Granger Room

Cllr Wright stated he felt that the Parish Council should purchase the biggest screen available from the DCC grant and the best specification for camera and microphone. It was noted that County Cllr Keable can potentially obtain up to £1,000.00 in funding for this project. Cllr Wright raised the question - is Parish Council agreeable to County Cllr Keable addressing the Parish Council in this way?

Cllr Wright proposed that the Parish Council postpone a decision until the June meeting. In the meantime the Clerk to investigate the legal position with regard to the general use of this at Parish Council meetings.

Admin, Finances and Miscellaneous

307 – Emergency Plan

The Clerk to contact neighbouring local Councils to ask if the Parish Council could have use of its facilities if the emergency was in Silverton only.

County Cllrs Steve Keable attended the meeting at this point. RESOLVED the meeting be opened to County Cllr Keable. Proposed by the Chair. A vote was taken by a show of hands which was unanimous.

A copy of Cllr Keable's monthly report had been circulated to Cllrs prior to the meeting and County Cllr Keable reported on the following items contained in the Action Plan:

124 – signs on Upexe Lane

He has a meeting with the County Highways Officer on either the 21st or 22nd May and will report thereafter.

125 – location of speed radar at Ellerhayes

Cllr Keable confirmed the relevant information had been forwarded to him

126 – drop kerbs in Applemede

He will get an update on when he meets the County Highways Officer on the 21st or 22nd May

127(a) - DYL request

The request had been forwarded to the County Highways Officer.

131 – bus shelter at Upexe Road junction and A396

County Cllr Keable confirmed no planning permission is required for the bus shelter and Pre-Planning advice is free to Local Councils with MDDC apologises for the email sent originally to the Clerk stating otherwise. He has received an email from Mark Phillips and will update the Council further in due course.

With regard to a “Silverton” Sign on the junction of the A396 and Upexe Lane, Cllr Keable confirmed he was trying to clarify the position as regard the installation of road signs at this point.

With regard to the transfer of community assets by MDDC, the Clerk to chase Paul Deal at MDDC and copy him in together with District Cllrs Roberts and Wright.

Minute 114480 **Planning**

Cllr 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

26/00576/HOUSE – Erection of a front porch – 17 Oak Close, Silverton

RESOLVED the Parish Council supports the above application. Proposed by Cllr Kennard. A vote was taken by a show of hands with 8 in favour (Cllr Wright did not vote).

26/00588/CLU – Certificate of Lawfulness for the existing use of one dwelling not built in accordance with Prior Approval 14/01058/PNCOU for a period of more than 4 years – Underleigh Mews, Butterleigh, Cullompton

RESOLVED no comment be submitted. Proposed by the Chair. A vote was taken with 8 in favour (Cllr Wright did not vote).

26/00530/FULL – Change of use of land to an equestrian outdoor horse arena and retention of a horse shelter and hay barn – land at NGR 296350 103674 – Threshing Barn, Livinghayes Road, Silverton

RESOLVED the Parish Council objects to the above application on the bases (a) the owner of the land has already previously raised concerns with the Parish Council regarding access with horseboxes along the unadopted road (Livinghayes Road) which seems contrary to their proposed to add a riding arena now (b) the Parish Council has received objections from residents in Livinghayes Road in relation to the possibility of increased traffic to the property and damage being caused to Livinghayes Road. The residents also state that the road is already “in complete disrepair” (c) the Parish Council is concerned as to the potential increased traffic to and from the property. It is unclear from the application as to whether or not this is a private or commercial activity. The Parish Council objects in both instances but a commercial activity would be far worse. Proposed by Cllr Kennard. A vote was taken by a show of hands with 8 in favour. (Cllr Wright did not vote)

26/00278/FULL – Revised Plans – change of use of agricultural land to residential garden following Planning Permission 25/00294 – land at NGR 295602 103364 Silverdale

Cllr Donovan declared a person interest in the above application being friends of the applicant.

RESOLVED: as there appeared to be no legal grounds to oppose the above application, the Council did not wish to support it therefore would submit make no comments Proposed by the Chair. A vote was taken with 7 in favour (Cllr Wright did not vote).

(b) Approvals/Refusals (received from MDDC)

NO OBJECTION – of intention to remove 1 Salix tree and 4 Conifer trees within the Conservation Area – 25 Fore Street, Silverton

APPROVAL – erection of an outbuilding – 48 Ellerhayes, Hele (26/00225/HOUSE)

REFUSAL – demolition of public house and erection of 4 dwellings and associated works – Ruffwell Inn, Thorverton (26/0076/FULL)

APPROVAL – Erection of 2 Storey side extension and creation of windows in North West Elevation following demolition of existing conservatory – Stockwell Cross, Silverton

(c) Any other planning matters

Information Only – Prior Approval for the erection of a building for the harvesting and pressing, blending, bottling and tasting of wine – land at NGR 297422 103438 North of Little Ford, Silverton (26/00578/PNAG)

Minute 114481 Finance

(a) Monthly invoices

- Mrs S Woodland – Clerk’s wages/expense reimbursement (£762.60) + Microsoft invoice for May (£12.10) = £774.70
- Mr D Marsden – Handyman’s monthly invoice = £673.00
- Penny Clapham – Internal Audit fee - £103.00
- E-On Next – Electricity supply to Air Ambulance Site (April) - £17.78
- Parsons Landscapes Limited – April grounds maintenance - £994.54

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

(b) Any other invoices received since date of agenda

None

(b) Other Financial Matters

(i) Consider report by Internal Auditor for year ended 31st March 2026 and dated 18.4.2026

It was noted the only significant matter was that the Parish Council should consider moving to another website. The current website is provided by MDDC and is not compliant as it was last tested in 2020. The Chair stated there appears to be various organisations which will set up a website for Parish Councils and it was agreed to revisit this point at a later date.

With regard to the Internal Auditor's comments relating to the Accountant, this was an Agenda item below.

(ii) To complete:

• Section 1 of the Annual Governance Return for year ended 31.3.2026

A copy of the AGAR had been circulated to all Councillors prior to the meeting and was sited on the "Shared File"

The Chair read through Section 1 with Councillors agreeing the answers to the various questions as follows:

Questions 1 – 8 inclusive = "Yes"

Question 9 = "N/A"

Question 10 = "Yes"

The Chair and the Clerk signed the relevant sections of the form.

Cllr Chanter temporarily left the room at this point

• Section 2 of the Annual Governance Return for year ended 31.3.2026

Section 2 was also available for Cllrs to consider on the "Shared File"

After discussion the Chair proposed the figures shown in the Accounting Statement for the year ended 2025/2026 be agreed. A vote was taken with 8 in favour; Cllr Chanter not being in the room at the time of the vote but returned immediately afterwards.

The Chair and the Clerk signed the relevant sections of this form.

(iii) To note AGAR Bank Reconciliation

A copy of the AGAR Bank reconciliation had been uploaded to the "Shared File" prior to the meeting and was noted by Councillors.

(iv) To note AGAR Explanation of Variances

A copy of the AGAR Explanation of Variances had been uploaded to the "Shared File" prior to the meeting. No questions were raised on the information given and was noted by Councillors.

(v) To note AGAR Public Rights Notice dates

The dates for the public to be able to inspect the Parish Council accounts, on giving reasonable notice, would be Wednesday 3rd June to Tuesday 14th July 2026 inclusive. The Public Rights Notice to be published on the website and the public noticeboard on the 2nd

June 2026.

(vi) To consider Westcotts' fees for financial year to 5th April 2027

The Internal Auditor had queried whether the Parish Council was getting good value for money from Westcotts. The annual fee has increased from £30.00 to £36.00 per month being an increase of 20%.

RESOLVED the Parish Council agreed to continue with Westcotts for the following month with the Clerk making investigations to see if there are any provider which is cheaper. Proposed by the Chair and unanimously agreed by a show of hands.

(vii) To note Bank Reconciliation for April 2026 (circulation to Cllrs prior to meeting)

Noted. Cllrs Harrison and Kennard counter-signing the Bank Reconciliation Form as being correct.

(viii) End of Year (31.3.2026) Financial Update

A copy of the End of Year financial statement had been uploaded to the Share Filed. No queries raised on the figures given.

(ix) Consider Public Liability Insurance Renewal

It was noted that Zurich's annual fees had increased by 30%. It was agreed to consider this further at the extraordinary meeting

(x) Update re Little Rec Lease renewal

The Richard's Educational Charity had confirmed it would only be prepared to roll this over annually with a £10.00 annual rent being payable on demand, which they would collect this year. RESOLVED the Parish Council accept the terms of the new Lease. Proposed by the Chair and unanimously agreed by a show of hands.

(xi) Parish Councillor training

It was agreed that this item be carried forward to another meeting

(x) Data Protection fee Direct Debit - £52.00 minus £5 if paid by direct debit

RESOLVED the Clerk set up a direct debit going forward for this fee. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114482 **May Mini Market report**

A copy of the May Mini Market report had been circulated to Councillors prior to the meeting. The Chair asked that when people ask questions that the Councillor "on duty" at the Mini Market ensures they pointed the parishioner in the right direction – ie District Council, County Council etc.

Minute 114483 **Correspondence**

(a) An Email had been received from DCC relating to the surface dressing programme for 2026 – Broadclyst Division

(b) Road Closure Notice – 20.05.2026 to 22.05.2026 – Road from Coblands Cross to Great Dorweeke Farm, Silverton

Minute 114484

Matters brought forward by the Chair

Cllr Donovan pointed out Old Butterleigh Road was currently closed.

The Chair reminded Councillors that the Annual Parish Assembly would take place next Monday @ 7.30 p.m.in the Dorothy Granger Room of the Community Hall.

Meeting closed at 21.29