

Minutes of the meeting of Silverton Parish Council
held Monday 6th July 2026 at 7.30 p.m. in the Silverton Community Hall

Present: Cllrs Simon Hedges (Chair), Olivia Kennard, Peter Kidds, Gavin Donovan, Chris Eveleigh & District Cllr Rhys Roberts

Minute 114506 **Apologies for absence**

Apologies received from Cllr Ruth Harrison, Lewis Ward, Allen McManus & Josh Wright

Minute 114507 **To consider application from Sarah Gooding to be co-opted onto the Parish Council**

An application had been received from Sarah Gooding to be co-opted onto the Parish Council and she gave a brief resume of her personal background.

The Chair proposed Sarah Gooding be co-opted onto the Parish Council. A vote by way of a show of hands took place which was unanimous. She thereafter signed the Declaration of Acceptance of Office with the Clerk witnessing her signature, and attended the remainder of the meeting as a councillor.

Minute 114508 **To note any declarations of interest:**

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

Minute 114509 **Meeting open to any questions from members of the public – 10 mins**

No members of the public attended the meeting

Minute 114510 **Discussion with District Cllrs Rhys Roberts and County Cllr Steve Keable on any relevant issues**

District Cllr Roberts stated he had 4 main updates:

1. MDDC had published the land availability assessment form. The Chair raised a query regarding the section of the Glebe agreed for development in the Neighbourhood Plan not being included and District Cllr Roberts confirmed this would not be a barrier for development in the future.
2. The Public Consultation in relation to the Local Plan ends this month with a further consultation expected early next year.
3. The new MDDC app was now available and District Cllr Roberts suggested all Councillors download the app to access the various information available on it.
4. A Strategic Sustainability Grant had been launched which was also available for Parish Councils with more information available from the website.

County Cllr Steve Keable attended the meeting at 8.10 p.m

County Cllr Steve Keable confirmed that the M5 J28 improvements had been signed off by the Government and is now with the Transport Department for approval.

Devon County Council has delivered a balanced budget making sayings of almost £18m

County Cllr Keable reiterated MDDC now has a new app which he recommended Councillors should download.

Minute 114511 **To approve Minutes of the annual meeting held on the 1st June 2026**

RESOLVED the Minutes of the meeting dated 1st June 2026 be accepted as a true record. Proposed by Cllr Eveleigh. A vote by way of a show of hands took place with 5 in favour and 1 abstention

Minute 114512 **Action Plan**

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

Items being followed up County Cllr Keable

124 – Pedestrian signs at each end of Upexe Road

County Cllr Keable confirmed the Local Highway Officer would support the signage but no funding is available. County Councillor Keable will obtain a quotation for 4 pedestrian signs.

125 – Speed check at Ellerhayes

No update

126 – Dropped Kerbs at Applemede

No update

127(a) - Double Yellow Lines on small sections of Wyndham Road, Coach Road and Fore Street

No update

131 – Bus Shelter

Details of potential bus shelters had been received via Cllr Harrison from Mark Phillips at Devon County Council. It was noted an enclosed bus shelter would be more work and therefore significantly more costly.

(a) Busby this would cost £6,795.00 plus lighting of circa £2,000.00 making a total of £8,800.00 in total. This shelter is not fully enclosed but is constructed of wood with glass at the rear and has a smaller base.

(b) Hassocks – this would cost £6,795.00 plus lighting. Not fully enclosed, constructed of wood with a smaller base.

(c) Denbigh – this would cost £12k to £13k plus lighting. This is enclosed and constructed of wood

(d) Snowdon – this would cost £12k-13k plus lighting. This is enclosed and constructed of wood.

(e) Heritage Bus shelter – half end panels. £6,895.00 including installation, not enclosed.

DCC had previously said they would fund the bus shelter but stated that if the Parish Council part funded it would be undertaken quicker.

RESOLVED to ask DCC to provide and install the Busby, including solar lighting installed due to this being a dark area and safety issues. If possible the Parish Council would like to have the shelter installed back to front (to protect people using it from being splashed by passing cars). Proposed by the Chair and unanimously agreed by a show of hands.

RESOLVED - With regard to funding, the budget for this year for a bus shelter on this site is £6,000.00 and the Parish Council will offer to fund £5k of the cost. Proposed by the Chair and unanimously agreed by a show of hands. Clerk to inform DCC.

Public Transport

132(a) – Bus Bay outside The Meadows

No update

132 (b) – Bus Timetable

Cllr Wright has obtained a replacement key and is to contact Chair to arrange installation.

Recreation Field

220 – Public Protection Order

A draft Variation Order has been received.

222 – Potential community orchard on MDDC land in Recreation Field

No update at the current time.

224 – Bike Trail/Ramps in Rec

Cllr Kennard confirmed a meeting had taken place with a person who has built various ramps. He felt the area in question was a good site and suitable but the Parish Council would need to obtain neighbours' observations. Plans/quotes will be provided and he will liaise with the youth as to what they would like. Tarmac is a better option than earth although we could start with earth and tarmac in the future. Any works will need to be ROSPA approved.

Agreed to review in September.

Little Rec, Berry, Church and Environs

232 – The Clerk confirmed that Planning Consent is anticipated shortly for the works to be carried out on the Berry.

239 – Provision extension of Little Rec Lease

No update as yet. Cllr Kennard confirmed the Richard's Educational Charity (REC) is aware of the plans for the Fire Engine House.

241(a) – Fire Engine House – Signage

To be considered at a later date, once the coffee shop plans are finalised.

242 – Telephone box

This has been painted on behalf of British Telephone although it is now owned by the Parish Council.

Admin, Finances and Miscellaneous

307 – Emergency Plan

Defer to September meeting.

320 – Transfer of Land to Parish Council

No update.

321 - Audio Visual for Dorothy Granger

Defer to September meeting.

Minute 114513 **Planning**

(a) **Applications**

26/00715/FULL – Demolition of public house and erection of 5 dwellings and associated works – Ruffwell Inn, Thorverton

RESOLVED the Parish Council supported the above application. Proposed by Cllr Kidd. A vote was taken by way of a show of hands which was unanimous

26/00771/CAT – Notification of intention to coppice 1 Hazel tree within the Conversation Area – Land at NGR 295688 102725 (The Berry) Church Road, Silverton

26/00770/TPO – Application to prune five lime trees, remove basal suckers, remove one dead Lime tree and associated Holly bushes immediately adjacent protected by Tree Preservation Order 94/00012.TPO – The Berry Silverton

Both of the above TPOs relate to the Parish Council's applications and therefore no comments would be submitted.

(b) Approvals/Refusals (received from MDDC)

Certificate of Lawful Use or Development – use of an existing converted dwelling not built in accord with the Prior Approval (14/01058/PNCOU) for a period in excess of 4 years.

(26/00588/CLU) – Underleigh Mews, Butterleigh

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

Approval – Change of use of land to an equestrian outdoor horse arena and the retention of a horse shelter and hay barn (26/00530/FULL)

Approval – Erection of a single storey rear and side extension and installation of two new window openings on the existing south elevation – Dolbury Cottage, 19 Ellerhayes, Hele (26/00655/HOUSE)

(c) Any other planning matters

(i) Information only: Prior Approval for the change of use of an agricultural building under Class Q – Building at NGR 294807 105596 Silverton, Devon

(ii) Land North of St Mary's View, Wyndham Road - (requested by Cllr Wright)

It was noted that conversations had taken place on the Silverton Community Facebook page regarding the condition of the footpath now the buildings works had been completed. The Chair pointed out that the Parish Council had, in 2024, recommended refusal of substitute plans to the original application which included the removal of the requirement of a footpath. The Parish Council had then carried out a site inspection and subsequently withdrew its objection and supported the application subject to parishioners being able to walk along that side of the road (by the vegetation as a grass verge). However, no condition was imposed when the Approval was granted. The Highways Officer thought it was a good idea there was a proper footpath but felt it was too onerous to put this requirement on the applicant.

After discussion the Chair proposed, subject to being compliant with Social Media policy , that Parish Council comments be uploaded to the Community Facebook. The Chair will draft the proposed comment.

RESOLVED that a letter be sent to the owners asking if this area could be kept as a grass verge only. Proposed by the Chair. A vote was taken by a show of hands which was unanimous.

Minute 114514 Finance

(a) Monthly invoices

- Mrs S Woodland – Clerk's wages/expense reimbursement - £762.60 + expenses (£12.10 June Microsoft payment + £1.65: Ringbinder) = £776.35
- Mr D Marsden – Handyman monthly invoice = £673.00
- Steve Land – strimming brambles and spraying weeds on cobbles in New Barn Lane - £30.00
- Parsons Landscapes Limited – May grounds maintenance - £994.54
- Mrs A Hird – repairs to Devon and Union flags - £30.00
- HMRC – Employers NI Contribution and Clerk's Income Tax - £804.84
- E-on Next – June payment- £17.70
- Academic Facilities Services – ROSPA repairs - £1,878.00
- Mrs S Woodland – Microsoft 365 annual subscription - £84.99

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) To note Direct Debit payments during June

- Information Commissioner's Office – annual fee - £47.00
- Westcotts LLP – Accountant's monthly fee - £36.00
- Lloyds Bank PLC – monthly fee re Lloyds credit card - £3.00

(ii) To note transfer of £25,000.00 from current account to savings account

Noted

(iii) Quarterly review of financial spend/forecast

A copy of the quarterly review of the financial spend and forecast had been circulated to Councillors prior to the meeting. The contents were noted with no queries being raised on the figures shown.

(iv) To consider purchase of new public noticeboard

It was noted that the existing public noticeboard was constructed for the Parish Council in 2011 at a cost of £2,117.73.

Cllrs Harrison and Kennard had inspected the noticeboard and both thought the noticeboard appeared in a reasonable condition save the cork boards need replacing and the noticeboard needs rubbing down and painting. It was agreed doors either side of the noticeboard were needed in order to keep the notices and the cork boards dry. The Clerk and Cllr Kennard to prepare a specification and request quotes for the required work.

(v) Little Rec improvements (requested by Chair)

It was reiterated that S106 funding was available but this does need to be claimed by October or it will revert back to the Developer. Approval from the Richard's Educational Charity is required for any works carried out on the Little Rec or for any additional furniture etc. After discussion the Chair suggested the Parish Council request a table and chairs set made from recycled materials with the chairs being bolted to the table. Chaining will also be required.

After discussion the Chair proposed that the Parish Council request S106 funding to cover the cost of a black table and benches (£1,015.00) and to include any other materials necessary. Clerk to speak to S106 Officer. A vote was taken by a show of hands which was unanimous.

The siting of the furniture to comply with the requirements of the Street Market, Christmas Tree location and the Remembrance ceremony. Precise location to be determined after the Street Market in August.

Once the location had been agreed, the Clerk would seek quotes as necessary to assembled and fix the table and chairs to the Little Rec using chains, the costs of this also to be claimed from S106 funds.

(vi) Consider quotation by Evolution Skateparks Limited for a Preventative Maintenance Inspection in response to damage to the boards having been highlighted by MDDC in their report

A quotation to carry out the annual Preventative Maintenance Inspection had been received from Evolution Skateparks Limited in the sum of £625.00 + VAT. RESOLVED that the quotation be accepted. Proposed by Cllr Kennard and unanimously agreed by a show of hands.

(vii) Consider purchase of Local Council Administration (14th Edition) - £144.00

The Chair explained that the Edition the Clerk had was the 3rd and therefore it was necessary to obtain the most recent version. RESOLVED a copy of the Loval Council Administration (14th Edition) be purchased. Proposed by the Chair and unanimously agreed by a show of hands.

(viii) Consider AFS quotation re swinging logs.

The Chair explained additional works were required to replace the ropes for the swinging logs. Two options were available (1) like for like steel core ropes at a cost of £1,635.00 Exc VAT or (2) upgrade to short link chains which are more durable and cost £1,165.00 Exc VAT.

RESOLVED option 2 be accepted - upgrade to short link chains at a cosy of £1,165.00 exc VAT. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114515 **To note Bank Reconciliations for June 2026 (circulated to Cllrs prior to the meeting)**

Copies of the bank reconciliations had been available for Councillors to view on the Shared File prior to the meeting. The Chair and Cllr Kennard signed the reconciliations as being a true record.

Minute 114516 **To consider the length of the grass on the Berry and the options available for cutting**

It was noted that the grass was now very long on the Berry. The Clerk had spoken with the Contractor when he was last in the village who had stated that in his opinion the grass was far too long to cut and just leave. After discussion it was RESOLVED that Parsons Landscaping Limited be asked to cut and collect both areas of the Berry. Proposed by Cllr Kennard and unanimously agreed by a show of hands.

Minute 11517 **Review of Policies**

- (i) Asset Register
- (ii) Data Protection
- (iii) Complaints Register

It was agreed this item to be deferred to the September meeting.

Minute 114518 **Fire Engine House update – Report by Fire Engine House Committee**

Cllr Kennard confirmed that she and Cllr Harrison had met with Ellen Cocking who, at the moment, still wishes to proceed and needs access to the building to get quotes for the installation of electricity and water. A toilet will be required together with access for the disabled. Cllr Kennard confirmed she would circulate details of the meeting.

The Charter had been agreed for the Committee who had come back with some proposed changes which the Chair had been reviewing.

RESOLVED that Version 1.2 of the Charter be adopted. Proposed by the Chair and unanimously agreed by a show of hands.

RESOLVED that the Parish Council agreed in principle to let the Fire Engine house to Ellen Cocking subject to a satisfactory lease being agreed that conforms to the stipulations in the Fire House Charter V1.2 and the views of the Fire Engine House Committee. Proposed by the Chair and unanimously agreed by a show of hands.

RESOLVED until such time as any lease is agreed or abandoned the Parish Council agrees for Ellen Cocking to arrange and attend viewings of the Fire Engine House and in the meantime to undertake non-invasive assessment and investigations as long as any items moved are replaced forthwith. Proposed by the Chair and unanimously agreed by a show of hands.

The Fire Engine House Committee will meet in the near future to move this project forward.

Minute 114519 **Consider responses from the Richard's Educational Charity to enquiries raised re any update re new Lease (requested by Cllr Kennard)**

Cllr Kennard confirmed there was no update. It was noted the Lease expires on the 28th September 2026.

Minute 114520 **Road Warden Scheme update (to consider DCC Road Warden Scheme Agreement)**

A further resident had volunteered to join the Scheme and the Clerk has forwarded the details to Cllr Ward.

Minute 114521 **Update re Emergency Plan**

No update

Minute 114522 **To consider timing of Parish Council meetings with a view to possibly changing to date of the meeting**

RESOLVED the Parish Council meetings will remain on the first Monday of each month save where this clashes with a Bank Holiday when it will take place on the following day (normally the first Tuesday of the month). Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114523 **June & July Mini Market Report**

The concerns raised by residents and contained in Cllr Wright's June report were noted.

Cllr Eveleigh apologised for not manning the July Mini Market table which was due to a family bereavement. He confirmed he would cover the Mini Market in December.

The Chair stated that although there was no table at the July Mini Market he had been approached by Sue Banks with queries regarding the Fire Engine House. He will provide details to the Clerk in order that she may respond formally to her.

Minute 114524 **Correspondence**

- Road Closure Notice – King Street – Monday 24th August 2026 to Thursday 27th August inclusive
- The Clerk stated that a child had recently suffered an accident swinging on the rope swings in the trees by the stream. As this was a Health & Safety issue she had, in consultation with the Chair, instructed the Handyman to remove all rope swings which he had done. She has now been informed that another rope swing has appeared. The Handyman had asked if this should also be removed.

RESOLVED that the rope be removed along with any future rope swings which might appear in the Recreation Field. The Chair reluctantly proposed the motion which was unanimously agreed by a show of hands.

- An email had been received from Peter Smith in which he confirmed the PCC agreed for the Church Hall to be part of the Silverton Emergency Plan.

Mr Smith also informed the Parish Council that the Bishop of Exeter had given the PCC an oak sapling to mark Tim's Institution. The PCC were willing to give this to the Parish Council to replace the Broad Oak. It was noted that there were saplings which had grown from acorns of the Boad Oak which hopefully would be planted in the Recreation Field in due course. RESOLVED the Parish Council suggest that this Oak be planted on the southern part of the Berry. Proposed by Cllr Donovan and unanimously agreed by a show of hands.

Minute 114525

Matters brought forward by the Chair

The Chair requested all Councillors should read the HELAA Assessments already circulated.

Cllr Kennard stated she had spoken with Dave Bradner regarding the repairs to the fencing adjacent to Coach Road and he had confirmed he will try and complete the work by the end of August or the end of September.

Sarah Gooding confirmed she would like to be a member of the Fire Engineer House Committee on the resignation of Gavin Donovan from the Committee.

Meeting closed at 21.45