

Minutes of the meeting of Silverton Parish Council
held Monday 7th September 2026 at 7.30 p.m. in the Silverton Community Hall

Present: Cllrs Simon Hedges (Chair), Olivia Kennard, Peter Kidds, Gavin Donovan, Josh Wright, Sarah Gooding, Ruth Harrison

The Chair informed the meeting that a letter of resignation had been received from Cllr Alan Mcmanus.

Minute 114531 **Apologies for absence**

Apologies had been received from Cllr Chris Eveleigh.

Minute 114532 **To note any declarations of interest:**

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

Minute 114533 **Meeting open to any questions from members of the public – 10 mins**

No members of the public attended the meeting

Minute 114534 **Discussion with County Cllr Steve Keable & District Cllr Josh Wright on any relevant issues**

It was noted County Cllr Steve Kable would be attending the meeting later.

District Cllr Wright stated that the Government had confirmed the proposed Local Government Reorganisation had been paused and the elections scheduled for next year will be carried out under current law. The Local Government Reorganisation is to be reviewed.

The MDDC App is doing well and he encouraged people to download the App which allows residents to report issues, contact councillors and lots of other useful information.

It was noted Bampton had recently opened some net zero houses. The Cullompton relief road had commenced and the next phase had been agreed.

The District Council are providing kitchen caddies and these are free and available from MDDC website

County Cllr Steve Keable attended the meeting at 8.45 pm:

County Cllr Keable also pointing out the position with regard to the Local Government Reorganisation and said in his view this was now in a mess and could prove to be expensive. Everyone now has to wait for the review which the Government has indicated will not take too long. The District elections will take place next year with the Unitary elections taking place in 2029.

OFSTED had indicated services in Devon had greatly improved.

Minute 114535**To approve Minutes of the meeting held on 6th July 20**

RESOLVED the Minutes of the meeting dated 6th July 2026 be accepted as a true record. Proposed by Chair. A vote by way of a show of hands took place with 6 in favour and 1 abstention

Minute 114536**To approve the Minutes of the meeting held on 3rd August 2026**

RESOLVED the Minutes of the meeting dated 3rd August be accepted as a true record. Proposed by Cllr Donovan. A vote by way of a show of hands took place with 6 in favour and 1 abstention

Minute 114537**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 he had chased this on 01.09.26 and been informed the cost for the work had not as yet been received and he will update further in October.

125 – Speed check at Ellerhayes

No update – County Cllr Keable will chase when he meets with the Local Neighbourhood Officer on the 29.09.2026

126 – Dropped Kerbs at Applemede

County Cllr Keable stated the budget is oversubscribed and a different budget is being looked at.

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

It is hoped these will be on the Agenda for the 24th September 2026

131 – Bus Shelter

Cllr Harrison updated County Cllr Keable and stated that Mark Philips had come back with a quote from his contractors to shut the road for 10 days and create a base for the shelter as that currently proposed is not wide enough etc. He has suggested other bus shelters and the one the Parish Council wanted cannot fit as requested. These bus shelters appear bigger than the one originally requested but are not.

County Cllr Keable confirmed he will revert to Mark Philips to clarify what is going on.

Councillors unanimously expressed shock at the estimated cost of the preparatory work proposed for the bus shelter at the bottom of Upexe Lane.

Public Transport132(a) – Bus Bay outside The Meads

No update

132 (b) – Bus Timetable

Cllr Wright will arrange to have this installed and Cllr Kidds will email his copy of the Timetable to Cllr Wright.

Recreation Field

220 – Public Protection Order

District Cllr Wright confirmed he had received no further update.

222 – Potential community orchard on MDDC land in Recreation Field

No update

224 – Bike Trail/Ramps in Rec

Cllr Kennard stated that Cllr Chanter had not heard further from the boys or the man they met at Broadclyst.

Little Rec, Berry, Church and Environs

234 – Agreed this item to be removed from the plan. The Parish Council has an agreement with Mr Land to clear the path when needed and he then invoices.

239 - Provision extension of Little Rec Lease

Confirmation had been received from the Richard's Educational Charity that the current Lease will be rolled over and the annual rent (£10.00) payable on the 19th September, which has not been demanded previously, has been requested for the forthcoming year.

241(a) – Fire Engine House – Signage

David Wright and Cllr Kennard had looked at the available wood and Mr Wright had sent some suggested lettering. He is able to complete the sign when requested. RESOLVED that, subject to the agreement of Ellen Cocking, Mr Wright be asked to continue with the signage up to a maximum cost of £100.00.

242 – Telephone box

No update

Admin, Finances and Miscellaneous

307 – Emergency Plan

No update

320 – Transfer of Land to Parish Council

District Cllr Wright will make enquiries to see if there is any update

321 - Audio Visual for Dorothy Granger

District Cllr Wright indicated he these needs to print out some quotes and forward to County Cllr Keable'

323 – Accountants

It was generally agreed that the Parish Council was content with the service provided by Thomas Westcott . RESOLVED to continue with Thomas Westcott as the Parish Council accountants. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114538 **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**

26/01113/FULL – Demolition of existing stables and erection of stable barn – Old Ruffwell Farm, Thorverton

RESERVED the Parish Council supported the above application. Proposed by the Chair. A vote was taken by way of a show of hands with 6 in favour and Cllr Wright did not vote.

26/01041/FULL – Change of use of agricultural land to sui generis use for dog walking field and widening of existing access – Land at NGR296047 103352 Roach Lane, Silverton

An Email received from Gina Hunter-Barons had been circulated to all Cllrs prior to the meeting. In this email Gina Hunter-Barons had given full details as to the purpose of the proposed dog field, the benefits to the wider community and protecting farmland and livestock together with the economic considerations, encouraging responsible dog ownership and the overall benefit to Silverton.

The Chair pointed out the lack of dog walking areas had been noted in the Neighbourhood Plan.

RESOLVED that the Parish Council supported the above application. Proposed by Cllr Kennard, A vote was taken with 6 in favour and Cllr Wright did not vote.

26/01160/DPO – Application under Town & County Planning (Modification and Discharge of Planning Obligations) Regulations 1992 to seek to modify the terms of a Section 106 Agreement pursuant to planning permission 22/00969MOUT

District Cllr Wright explained this application would not affect the number of affordable houses provided.

RESOLVED that the Parish Council do not object to the application. Proposed by Cllr Harrison. A vote was taken with 6 in favour and Cllr Wright did not vote.

(b) Approvals/Refusals (received from MDDC)

REFUSAL Permission In Principle – Erection of one dwelling – Little Morland, Bradninch (26/00955/PIP)

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

CERTIFICATE of Lawful Use – erection of single storey rear extension as shown on drawing P56-021 Rev C received 08/07/2026 - 10 Ellerhayes, Hele (26/00912/CLP)

Approval CHANGE OF USE of agricultural building to 1 dwelling in accord with the requirements of Class Q of the Town & Country Planning (General Permitted Development) (England) Order 2015 as amended - Burnacres Farm, Silverton (26/00854/PNCOU)

(c) **Any other planning matters**

None

Minute 114539 **Finance**

(a) **Monthly invoices**

- Mrs S Woodland – Clerk's wages/expense reimbursement - £762.60 + expenses (£12.10 July Microsoft payment) = £774.70
- Mr D Marsden – Handyman monthly invoice = £673.00
- PKF – external audit fee - £378.00
- The Richard's Educational Charity – annual rent re Little Rec for period 29.09.26-28.09.2027 - £10.00
- Silverton Community Hall – Hire of Hall x 16 re Engine House Committee meetings - £128.00
- Silverton Parochial Church Council – grant re grass cutting for financial year 2026/2027 - £1,624.00
- Silverton Parochial Church Council – grant re administration costs for Parish Newsletter for financial year 2026/2027 - £270.00
- Steve Land – grounds maintenance re cobbled path - £30.00
- E-on Next – electricity of DAAT landing site - £18.29

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 the Clerk had purchased a ream of white photocopying paper from Amazon using the Parish Council Credit Card - £17.99

(i) **To note Direct Debit payments during July/August**

- Westcotts LLP – Accountant's monthly fee - £36.00 x 2 = £72.00
- Lloyds Bank PLC – monthly fee re Lloyds credit card - £3.00 x 2 (£6.00)
- Lloyds Bank PLC – Service Charge £7.00 x 2 (£14.00)

(ii) **To consider a new contract for the electricity supply to the Air Ambulance Landing Site**

It was noted that Silverton Football Club refund the cost of the electricity supply to the Parish Council on a regular basis.

The quotes received for a new 3year contract were as follows:

Octopus - £261.00

E-on - £215.20

Edf - £185.00

RESOLVED the quotation received from E-on be accepted. Proposed by the Chair – a vote was taken with 6 in favour and 1 against .

(iii) To note receipt of 14th Edition of Local Council Administration Book

Noted

(iv) To note Bank Reconciliations for July & August 2026 – circulated to Councillors prior to the meeting

RESOLVED the Bank Reconciliations be accepted as a true record. Proposed by Cllr Harrison which was unanimously agreed by a show of hands.

(v) To note conclusion of Annual Audit and the “Exceptions” noted by the External Auditor

The External Auditor had published the conclusion of the Annual Audit and had highlighted the following “Exceptions”:

(a) Responses given in Section 1, Assertion 9 and Section 2, Box 11 are not consistent. The Clerk had confirmed the Council was not a sole managing trustee and therefore Box 11 was incorrect and should have read “Yes”.

(b) Section 1, Assertion 10 had been incorrectly completed. The hosted website is not up to date and therefore the response should have been “No”. This is consistent with the Internal Auditor’s response to Internal Control Objective O.

(c) Section 2, Box 2, the annual precept, does not agreed to the figure published by the precepting authority. Section 2, Boxes 2 and 6 should read £54,760 and £57,112 respectively. These amendments are to be corrected in the prior year comparatives when completing next year’s AGAR

(vi) Requirement for a New Parish Council Website

As Councillors were aware the Silverton Parish Council website is currently hosted by MDDS and this site is not compliant due to accessibility issues which, in turn, means the Parish Council website is also non-compliant. The Clerk is currently looking at providers with “Aubergine” recommended by NALC, Internal Auditor and Clerk of Stoke Canon.

RESOLVED: the Clerk and Vice-Chair to continue making enquiries and thereafter report back to the Parish Council at the November meeting.

(vii) To note pay increase for Clerks agreed by NALC backdated to April 2026 – 3.3% per annum

The recommended pay increase was noted and would be communicated to Thomas Westcott, the Parish Council’s Accountants.

(viii) Training – to consider training course(s) available via DALC

It was agreed that Councillors would consider which courses they would like to take by looking at those available via DALC and this matter be on the Agenda for October.

(ix) Consider quotations received in relation to refurbishment of Parish Noticeboard

The Clerk confirmed no tenders had been received and it was agreed to advertise for a contractor on Facebook

(x) Note result of inspection of Recreation Field by Chair and Cllr Kennard

Due to issues raised by parishioners the Chair and Cllr Kennard had made investigations. With regard to the exercise bike pedal , this had been found to be stuck again and it was agreed to ask the Handyman if he could use some use to loosen.

Complaints had been received regarding a tree blocking light to houses in Coach . It would appear the tree in question was a Hornbeam which the Parish Council had purchased to commemorate the late Queen's Platinum Jubilee. The Chair stated that this does not appears to be causing any problems.

With regard to the gates to the Children's Play Area, the pedestrian gate does not appear to close sharply. The double gates are not locked and if locks are obtained copies will be needed for Parsons Landscapes Limited.

With regard to the compost bins, the Handyman had repaired these.

Minute 114540 **Additional meeting**

It was agreed an additional meeting would be held on Monday 23rd November to discuss finances/potential precept requirement for the financial year 2027/28

Minute 114541 **Review of Policies**

- (i) Civility & Respect Pledge
- (ii) Asset Register Policy
- (iii) Data Register Policy
- (iv) IT Policy

Copies of the Policies had been available to view on the shared file. RESOLVED that Policies (ii)(iii) & (iv) above be adopted by the Parish Council. Proposed by the Chair and unanimously agreed by a show of hands.

With regard to (i) - Review of Civility & Respect Pledge – the clerk had registered the Parish Council's pledge with NALC and SLCC and the Chair read out the conditions attached to the Certificate received. RESOLVED the Chair sign the Certificate. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114542 **Fire Engine House update – Report by Fire Engine House Committee**

Cllr Harrison reported that after several meetings the Committee has asked for a quote for the lease arrangement. She had spoken to Ellen Cocking at the at the last Committee meeting regarding outstanding enquiries and the rental value. The Committee has not as yet obtained a commercial rent value but are to get a valuation asap .

A quotation for the legal work in relation to the preparation of the Lease had been received from Hole & Pugsley of between £750 & £1,000.00 plus VAT plus disbursements. RESOLVED the Parish Council accepts this quotation. A vote was taken by way of a show of hands with 6 in favour and 1 against.

As the scheduled time for the conclusion of the meeting was approaching the Chair proposed that the meeting be extended by 10 minutes. A vote was taken by a show of hands which has unanimous.

There had been discussions regarding the possible monthly rent but it was agreed to discuss this at the October meeting.

A quotation to empty the Fire Engine House and deliver the contents to the new storage area had been received by the Handyman. £50 per hr for 2 people to - £1,650.00. RESOLVED this quotation be accepted subject to Ellen Cocking's agreement as she is liable for this cost.

Electrics – asking Ellen to work with the Parish Council with regard to the electric to the Christmas Tree etc.

Minute 114543 **Road Warden Scheme update (to consider DCC Road Warden Scheme Agreement)**

It was noted that Lewis Ward had tendered his resignation at the last meeting and the Clerk has taken over the co-ordination role pro temp. She had been in contact with the volunteers and Andrew Foster had agreed to be the Co-ordinator of the Scheme. RESOLVED that the Chair sign the Road Warden Scheme Agreement and the Clerk will submit this to DCC and put forward Andrew Foster as the Co-ordinator.

Minute 114544 **Update re Emergency Plan**

Review in October

Minute 114545 **September Mini Market Report**

Cllr Kidds had attended the meeting and reported the following:

(i) The Royal British Legion would like to have a collection tent on the Little rec on Saturday 24th October, use the Little Rec on the 10th November 2026 for the Remembrance Service and on the 11th November 2026 to hold the School Remembrance Service. RESOLVED these requests be agreed. Proposed by the Chair and unanimously agreed by a show of hands.

(ii) There is an issue with a street light on Church Rd which he had reported. There is also a problem with the light on the Church path and it was confirmed this was not a Parish Council responsibility

Minute 114546 **Correspondence**

- Email from Oliver Foster re provision of grounds maintenance –agreed this be kept on file
- Email from Patricia Allwright re the Community Land Trust – it was noted the Parish Council had stopped looking into a Community Land Trust as it had asked for volunteers and no one came forward. – Cllr Wright confirmed he would approach Patricia Allwright on the Council's behalf
- Road Closure Notice – 30.09.2026 to 02.10.2025 for maximum of 5 days – Parsonage Lane, Silverton
- Email from Juliet Higginson in response to previous Parish Council Minutes relating to the strip of land to the east along side the new build in Wyndham Road. She pointing out that when they purchased the plot of land they had found that this strip of land that boarded their property was privately owned by Proxima GR Properties Ltd. This Company had been involved when the surrounding houses and road were constructed. She understood that County Highways are responsible for maintaining

this land at public expense but it had indicated it had no intention of constructing the pavement.

- Email from James Ruttledge read regarding fly-tipping on the path that runs parallel to the stream as you head from the direction of the Children's Play Area towards the exit onto Coach Road. Mr Ruttledge stated that so far as he can determine the waste consisted of multiple small pieces of blue coloured plaster. He had removed the larger pieces and tore up a patch of grass that was contaminated leaving a bare patch.

Minute 114547

Matters brought forward by the Chair

No matters were brought forward by the Chair

Meeting closed at 21.45