

Minutes of the meeting of Silverton Parish Council

held Monday 3rd April 2017

Present: Cllrs J Barrett (Chairman), G Barrett, F Derbyshire, O Kennard, J Roach and S Roach

District Cllr B Deed & J Roach

7 members of the public

Minute 112697 Apologies

Apologies were received from Cllrs A Lawson & A Hill

Minute 112698 To consider applications for co-option as a Parish Councillor

None

Minute 112699 Meeting open to members of the public – 15 minutes

Mr Green pointed out that he had attended the Council meeting on the 6th March when Cllr Hill declared an interest, signed the Declaration of Interest book and remained in the room and debated his own Planning Application. This was not recorded in the Minutes and he queried whether this was an error or whether the information was deliberately not recorded. The Chairman stressed this was an error and would be noted as an amendment to the Minutes.

District Cllr Bob Deed informed the meeting that when the Devon County elections take place the boundaries would be changing and District Cllr Berry would no longer represent Silverton. Two candidates who would be contesting the Creedy Taw and Mid Exe elections were in attendance at the meeting and Cllr Deed introduced County Cllr Margaret Squires who currently represents the Newton St Cyres and Sandford District and Mr Frank Letch who is the Mayor of Crediton

County Cllr Margaret Squires addressed the meeting and confirmed she had lived in Mid Devon all her life and had been a Parish Councillor for circa 35 years but found as a County Councillor meetings clashed with Parish Council meetings which she felt was not fair. County Cllr Squires gave a brief resume of her tie with the area and her work as a County Councillor.

Mr Letch then addressed the meeting. He stated that he had no ties with the area having lived in Wales for most of his life. He had moved into Crediton in 1998 and within 4 years had been co-opted onto Crediton Town Council and had been Mayor for the past 9 years. Mr Letch indicated that he knew what it is like to live in an area with reductions being made in funding to the police and schools etc. He did ask if the Parish Council could explain why there are so many vacancies and what the Parish Council was doing to try and fill the vacancies. The Chairman confirmed no volunteers were coming forward to fill the empty seats and Mr Letch stated that he felt it was down to the Parish Councillors to try and find parishioners to fill these seats

Mr Bill Croome addressed the meeting and stated that he felt there was a need to put more up and coming events on the website. The Clerk confirmed she was not informed by parishioners of any future events in the village and therefore it was not possible to update the website. It

was agreed to note that anyone with any information on future events in the village who would like these noted on the Parish Council website should email the Clerk with the appropriate details.

Minute 112700 **To approve Minutes of meeting held on 6th March 2017**

It was noted that Cllr Hill had signed the Declaration of Interest book in relation to his personal planning application at the March meeting but this had not been recorded in the Minutes. It was noted that the surname of Mr Custance-Baker was spelt incorrectly and this was amended

Cllr J Roach proposed subject to the above amendments the Minutes be signed as a true record. Cllr G Barrett seconded the proposal. A vote was taken which was unanimous

Cllr J Roach stressed that the Parish Council did what they could to ensure that Cllr Hill had been informed that he should have declared a pecuniary interest and not discussed the matter. If anyone wants to make a complaint they should contact the Monitoring Officer direct.

Minute 112701 **Matters arising from the Minutes of 6.3.2017**

TAP Funding – Parish Council's grant application has been refused

Workplace Pension – the form required to be completed by the Chairman on behalf of the Parish Council was not "user friendly" from a Parish Council perspective and after speaking with Cllr S Roach (internal auditor) and the Chairman it was agreed to ask Thomas Westcott to complete the form on behalf of the Parish Council at a cost of £75.00 + VAT and provide the appropriate draft letter which the Parish Council is required to serve on the Clerk.

Seat/Benches re Children's Play area/Football Field – the Chairman confirmed he had now obtained some further pricing and it was agreed this item would be placed on the May Agenda for discussion

Annual Parish Assembly – invites had been sent to Organisations

Minute 112702 **To approve Minutes of meeting held on 14th March 2017**

Cllr S Roach proposed the Minutes of the meeting held on the 14th March 2017 be signed as a true record. Cllr G Barrett seconded the proposal. A vote was taken which was unanimous

Minute 112704 **Discussion with Police Representatives, District Councillors J Roach and B Deed**

County Cllr John Berry wished his successor well and stated that it had been a pleasure serving Silverton for all the years. He said he always believed that the Community itself needed looking after as well as roads etc. Cllr J Roach informed County Cllr Berry that complaints had recently been received regarding the road breaking up in Hederman Close.

District Cllr J Roach informed the meeting that she is currently dealing with quite a few confidential housing issues and if any rumours are heard which may relate to these issues could she be informed.

District Cllr B Deed re-iterated there were problems with housing which he felt were concerning and these are being addressed with the Chief Executive at Tiverton. He stated that he had called the Police recently as locally to him a burglar alarm going off and they did attend quickly. He warned people not to leave values on view and then not secure their property.

An email was read to the meeting from PCSO Anna Roberts which confirmed there had been 5 calls to the Police in March with 2 crimes being recorded; 1 common assault and 1 theft from a vehicle. The Chairman confirmed PCSO had attended the April Mini Market.

Minute 112705 **Planning**

Cllr J Roach took no part in the discussions as she is a District Councillor for the Ward and wishes to remain independent of the Parish Council so as to be able to represent the parishioners.

(a) Applications

17/00464/LBC – Listed Building Consent to replace 2 windows to garden room and French doors to dwelling - 25 Fore Street, Silvertown

After discussion Cllr S Roach proposed the Parish Council support the above application. Cllr Derbyshire seconded the proposal. A vote was taken with 5 in favour and 1 abstention

17/00254/LBC – Listed Building Consent for replacement of door on rear elevation – 15 Newcourt Road, Silvertown

After discussion Cllr S Roach proposed the Parish Council support the above application. Cllr Derbyshire seconded the proposal. A vote was taken with 5 in favour and 1 abstention

17/00371/HOUSE – erection of two storey extension – 22 Hederman Close, Silvertown

After discussion Cllr G Barrett proposed the Parish Council support the above application. Cllr S Roach seconded the proposal. A vote was taken with 5 in favour and 1 abstention

(b) Approvals/Refusals (received from MDDC)

- **APPROVAL**- Erection of single storey extension to rear, replacement of flat roofs with pitched roofs and erection of garage together with new driveway and vehicular access onto Applemede – 7 King Street, Silvertown
- **NO OBJECTION** – removal of 20 Leylandii trees within Conservation Area – Rows Land, Tiverton Road, Silvertown
- **LISTED BUILDING CONSENT + APPROVAL OF FULL PLANNING** – conversion of Inn to 1 dwelling and rebuilding of boundary wall following removal of block of 5 letting rooms and storage and lavatory buildings – The Three Tuns, Exeter Road, Silvertown
- **LISTED BUILDING CONSENT + APPROVAL OF FULL PLANNING** – removal of block of 5 letting rooms, part of lavatory building and part of boundary wall (Revised Scheme) – The Three Tuns, Exeter Road, Silvertown
- **APPROVAL** – erection of first floor extension - 16A Ellerhayes, Hele

(c) Any other planning matters

Minute 112706 **Finances**

(a) Monthly invoices

Chq No	Payee	Amount	Income	Amount
002273	Mrs S Woodland (wages £550.48, Expenses £26)	£576.48		
002274	Mr D Marsden (Contract's invoice)	£250.00		
002275	Miss O Kennard (Neighbourhood Plan expenses)	£205.86		
002276	Stencil Warehouse ("No Dogs" stencil)	£37.58		
002277	Devon Association of Local Councils – annual sub NOT AUTHORISED	£447.70		
002278	Miss O Kennard (Neighbourhood Plan expenses)	£4.99		

Cllr J Roach stated that she felt the Parish Council does not get value for money from DALC. There is another site which provides information to Parish Councils and she will forward the details to the Clerk and proposes the Parish Council then reviews the prices and services provided by both organisations

Cllr J Roach proposed all cheques be authorised for payment except the payment to DALC. Cllr G Barrett seconded the proposal. A vote was taken which was unanimous

(b) Other Financial matters

(i) Consider email received from Mr B Emmerson relating to level of precept

An email had been received from Mr Emmerson in which he asked for a complete breakdown and explanation of cost and expenditure since the Parish Council's donation to the Room 4 U.

Cllr J Roach declared an interest, signed the Declaration of Interest book and left the room. Cllr Kennard stated the Parish Council were coming under more and more pressure due to the financial cuts being made by both MDDC and DCC and parishioners had to appreciate this resulted in a higher financial output by the Parish Council. Cllr Kennard proposed that it be drawn to Mr Emmerson's attention that all the information he was requesting was in the public domain on the Parish Council website. If he wishes to discuss the figures in more depth then he be invited to attend a Parish Council meeting. Cllr G Barrett seconded the proposal. A vote was taken with 4 in favour and Cllr S Roach abstaining.

(ii) Request from Twinning Association for funding towards evening reception and gift for 10th Anniversary with St Thegonnec

The Chairman indicated that he had carried out some research and suggested the Parish Council might like to present an engraved glass plate as a gift to the Mayor of St Thegonnec at a cost of

£51.99 + £16.50. Cllr Kennard suggested a gift purchased from Dartington Glass might be suitable (possibly a goblet) as this was made in Devon. After discussion Cllr J Roach suggested enquiries be made of possible gifts up to a figure of £75.00.

(iii) To review advertising on Parish Council Website

Cllr Kennard reminded Councillors that it was agreed that free advertising on the Parish Council website was to be reviewed after a period of 12 months. Cllr Kennard proposed free advertising on the Website be given for local organisations or parishioners and any outside the Parish should be charged an annual fee of £25 per annum. The cost to be reviewed annually. Cllr Derbyshire seconded the proposal. A vote was taken which was unanimous.

It was noted that if the website is to be kept up to date residents must inform the Clerk of any upcoming events which can then also be advertised on Facebook and possibly on the Noticeboard. It was agreed maintenance of website be an agenda item for May

(iv) Jubilee Garden weed killing and path clearance

Cllr Kennard stated that someone was required to carry out the weed killing of this area. After discussion Cllr J Roach proposed that Mr Steve Land be asked if he would carry out a spraying in April as per the previous specification and a new specification to be circulated to all councillors for approval by email and then sent out to possible contractors. Cllr G Barrett seconded the proposal. A vote was taken which was unanimous.

(v) To consider February Play Area Inspection by MDDC

Cllr J Roach proposed that if the repairs are to cost more than the maximum figure of £50.00 given to MDDC then these repairs be carried out. Cllr S Roach seconded the proposal A vote was taken which was unanimous. It was agreed the Clerk would contact MDDC regarding the figure agreed under which they would carry out any repairs.

Minute 112707 **To consider email received from Mr Cliff Jones relating to Greenslinch Ancient Trackway**

An email had been received from Mr Jones relating to the damage to the ancient trackway at Greenslinch and the concerns raised over the removal of the hedge bank. Cllr Kennard pointed out that she had reported at the March meeting what Richard Spurway at DCC had told her and the comments were not her own personal comments. Cllr Kennard understood from Mr Jones that he has been told by MDDC that there is very little that they can do although she had been told prior to Christmas that retrospective consent could be obtained in relation to the hole in the hedge. Cllr J Roach confirmed she had met with the Area Planning Officer and the Enforcement Officer and she had been informed that they felt no laws had been broken under the hedgerow legislation and the case was now closed at MDDC. Cllr Kennard proposed that an email be sent to the Head of Planning with a copy to Chief Executive for an opinion as to whether or not there is any issue with regard to the gap in the hedge. Cllr Derbyshire seconded the proposal. A vote was taken which was unanimous.

Minute 112708 **MDDC Town and Parish Charter 2017 Review**

With regard to the first sentence of the Charter, Cllr J Roach indicated that people had been spotted at various times of the day asking people in the car park if they would be willing to pay to park. Cllr J Roach confirmed she has written to the Chief Executive Officer pointing out the MDDC had already contributed circa £100,000.00 in relation to the Room 4 U and with a ransom strip to Killerton View. She stated that if the car park was a paying car park parishioners would not use it and vehicles would then be parked in the surrounding roads and cause obstruction to the buses and any emergency vehicles which needed access. Ultimately if the bus could not pass through Wyndham Road this could be lost in this area if not in the village. District Cllr B Deed asked if the Parish Council could include in any letter that there is a risk that the withdrawal of a service in Silverton – particularly the 55B which is funded by DCC - could also be lost to Thorverton.

Cllr J Roach had prepared a draft Press Release for consideration.

Cllr Kennard proposed the Press Release be agreed. Cllr G Barrett seconded the proposal. A vote was taken which was unanimous

With regard to the Charter, Cllr Kennard proposed that a letter be sent to MDDC stating that before the Parish Council comments fully it needs to feel that the partnership between the PC and MDDC is working. At the current time the Parish Council does not feel an equal partnership exists between the two Councils. An example of the lack of communication is officers attending Silverton Car Park at unsociable hours approaching residents as to whether or not they would be willing to pay to park their vehicles. These visits were carried out without consultation between either our District Councillor or indeed the Parish Council. Cllr Derbyshire seconded the proposal. A vote was taken which was unanimous

Minute 112709 **Review Risk Assessment Document**

Page 3 – Financial records – amend to reflect Cllr S Roach as the current internal auditor.

Page 5 – Councillors allowances – delete reference to annual allowance of £15.00

Page 7 – Council’s electronic records – (a) delete “Clerk’s” to “Parish Council” computer in third column and (b) amend first sentence in fourth column to read “Back-up copies to be taken regularly on external hard drive”

Page 9 –delete reference to Back up copies being taken regularly

Cllr S Roach proposed the Risk Assessment be approved subject to the agreed amendments. Cllr Derbyshire seconded the proposal. A vote was taken which was unanimous.

Cllr J Roach confirmed she would be an additional Bank signatory - Cllr G Barrett proposed Cllr Roach as a Bank signatory. Cllr Derbyshire seconded the proposal. A vote was taken which was unanimous.

Minute 112710 **Consider Draft Asset Register**

Cllr S Roach proposed the Asset Register be accepted as drafted. Cllr Derbyshire seconded the proposal. A vote was taken which was unanimous

Minute 112711 **Request by Suzanne Selley to have evening entertainment on Little Rec at this year's Street Market**

The Chairman had received an email from Suzanne Selley requesting permission to use the Little Rec from 7.30 to midnight for music from local bands and a licensed bar and BBQ on the evening of the Street Market. The Chairman stated that it was anticipated that the event would be by ticket only and everyone attending would be in a controlled area with fencing and any trouble dealt with immediately. It was anticipated the event would generate additional funds for local organisation. The Chairman suggested a finish time of 11.30 pm and not midnight. Cllr S Roach queried why the event was not being held in the Community Hall as he felt parishioners particularly living in the Fore Street/High Street will have had noise since early in the morning and would not want this to continue throughout the evening as well. Cllr Kennard suggested an alternative might be the Playing Fields but it was noted the event would require an electricity supply. Cllr S Roach proposed that the Parish Council would not agree to the Little Rec being used for the event and would suggest the Community Hall be utilised instead. Cllr Derbyshire seconded the proposal. A vote was taken with 4 in favour and 2 abstentions.

Minute 122712 **Update on Neighbourhood Plan**

Cllr Kennard reported there had been a hitch in relation to certain documents referred to in the plan but hopefully the draft Plan will be circulated to all councillors prior to the May meeting and thereafter on line for public consultation.

Minute 112713 **Matters brought forward by the Chairman**

Correspondence received:

Rope swing – on agenda for April

Rubbish in Square – a note will be placed in the Parish Magazine pointing out that general rubbish is still being put in the litter bins. If anyone has any information in this respect they could email MDDC direct. Cll J Roach stated that underneath the seats in the Square had not been cleaned for months.

Sump in the Rec – Contractor had reported the water is virtually up to bricks. Cllr J Roach reported she believed clearance of the sump was in his job description.

Cllr Derbyshire stated she was concerned regarding the number of posters around the village and in particular in the Bus Shelter. It was noted the public noticeboard had recently been maintained with the posters which had been on it having been retained.

Cllr J Roach queried if the first grass cut which was scheduled for March had been carried out? The Chairman stated he understood the Recreation Field had been cut but apparently not very well.

It was pointed out that the wooden seat behind the War Memorial is mouldy and is in need of repair. The Chairman will contact Chunky Monkey.