

Minutes of the meeting of Silvertown Parish Council
held Monday 1st September 2025 at 7.30 p.m. in the Silvertown Community Hall

Present: Cllrs Ruth Harrison, Chris Everleigh, Gavin Donovan, Simon Hedges (Chair), Olivia Kennard, Vicky Maylan, Allen MacManus, Josh Wright (also District Cllr), and County Cllr Steve Keable.

Minute 114334 **Apologies for absence**

Apologies had been received from District Cllr Rhys Roberts, Cllrs L Ward and E Chanter

Minute 114335 **To note any declarations of interest:**

- (a) To declare any personal interests in items on the agenda and their nature

None.

- (b) To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items)

None.

Minute 114336 **To consider any applications for co-option onto the Parish Council**

None received.

Minute 114337 **Meeting open to any questions from members of the public – 10 mins**

No members of the public attended the meeting.

Minute 114338 **Discussion with County Cllr Steve Keable and District Councillor Josh Wright**

County Cllr Keable confirmed the September update will be issued asap. He pointed out the MDDC State of the District Debate was taking place on Wed 17th September at 1700 for 1730, and he hoped the Parish Council would send 2 representatives to that meeting. Cllrs Hedges and Harrison agreed to attend if they could.

District Cllr Wright confirmed the paperwork in relation to the whole of the Recreation Field being included in the Public Spaces Protection Order – Dog Control Papers had now been drafted and would be coming to cabinet in the near future. This would exclude dogs from the Recreation Field.

Medium term budgets had now been put in place and the Leisure Department were being put forward for an award.

Minute 114339 **Minutes of the meeting held on the 7th July 2025**

RESOLVED the Minutes of the meeting held on the 7th 2025 be accepted as a true record. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114340 **Minutes of the meeting held on the 4th August 2025**

RESOLVED the Minutes of the meeting held on the 7th 2025 be accepted as a true record. Proposed by the Chair and unanimously agreed by a show of hands. Cllr Wright abstained

Minute 114341 **Action Plan**

110 – Road Conditions and Repairs (Traffic Safety Working Group)

114 - Land drainage issues at Roach Lane - the culvert had been cleared but the drainage problems on private land may not yet have been resolved

120 – Traffic and Pedestrian Safety (Traffic Safety Working Group)

123/124 – Pedestrian safety on Upexe Lane – the sign location site images had been sent to the Highways Officer and a response was awaited.

130 – Public Transport

132(a) – Bus Bay outside The Meads – the Clerk was chasing for an update.

132(b) - New Timetable in Square – the Clerk was chasing for an update

134 – Bus subsidies – Councillor Keable confirmed no response had been received and other Councils have also not received a response to their enquiries.

210 – Big Rec (Vicki Maylan & Ruth Harrison)

220 – District Cllr Wright had updated above.

230 – Little Rec, Berry, Church and Environs (Olivia Kennard and Emily Chanter)

232 – Lime Tree Regeneration Programme – this is an Agenda item

234 – Removal of brambles from cobbled path – Cllr McManus had strimmed the brambles and the cobbles now need scraping off.

It was noted this was an Agenda item.

240 – Square, Fore Street and High Street (Cllrs Ward and Eveleigh)

242 – Investigation re purchase of telephone box for £1. It was noted there was now a notice on the telephone box stating the telephone service had been removed and the telephone box was being preserved for future generations. It was agreed the Clerk would pursue the possible purchase of the telephone box from British Telecom. It was agreed a notice to be placed on Facebook pointing out the telephone box was not operative and the “Ask Angela” service is available from The Lamb Inn.

300 – Admin, Finance and Miscellaneous (Chair and Cllr Harrison)

309 – Expand sharing facility on Parish Council website - Cllr Wright to provide the Clerk with a date for a meeting.

312 – Credit Card – Clerk to complete application form

314 – Finance meeting - On Agenda

315 – Evening Training Course – On Agenda

Minute 114342 **Planning**

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

(a) Applications

25/01170/FULL – Retention of partial recladding of Dutch barn and lean-to extension – land and building at NGR 296483 101769 Hayne Lane, Silverton

RESOLVED the Parish Council fully supports the above application. Proposed by the Chair and agreed by a show of hands (Cllr Wright did not vote)

25/00608/LBC – Listed Building Consent for replacement of 27 windows – Clyst Hayes, Strathculm Road, Hele

RESOLVED the Parish Council fully supports the above application. Proposed by Cllr Maylan and agreed by a show of hands (Cllr Wright did not vote)

25/00607/HOUSE – replacement of 27 windows – Clyst Hayes, Strathculm Road, Hele

RESOLVED the Parish Council fully supports the above application. Proposed by Cllr Mayland and agreed by a show of hands (Cllr Wright did not vote).

(b) Approvals/Refusals (received from MDDC)

NO OBJECTION to the removal of 4 Conifer trees, reduce the canopy of 1 Pittosporum, reduce a Viburnum Shrub and reduce the canopy of 1 Willow tree within the Conservation Area – 21 King Street, Silverton

NO OBJECTION to the felling of 1 Acer tree within the Conservation Area – 4 Parsonage Lane, Silverton

(c) Any other planning matters

- (i) Email received from MDDC relating to the naming of the development adjacent to Silverdale, Silverton to “Cottonsrow”

After discussion it was RESOLVED to support “Cottonsrow” for the name of the new development at Silverdale. Proposed by the Chair and unanimously agreed by a show of hands.

It was noted that there were still missing signs on the post at the bottom of Upexe Road and a street sign missing from Silverdale. Clerk to chase and copy County Cllr Keable in on any emails.

Minute 114343

Finances

(a) Monthly invoices

- Mrs S Woodland – Clerk’s wages + backpay (£839.48) + expenses reimbursement re use of room as an office (£26.00) + Microsoft invoice for August (£12.10) = £877.58
- Mr D Marsden – Handyman’s monthly invoice - £650.00
- Mr D Marsden – damage slab replacement in Recreation Field - £25.00

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

(b) Other Financial Matters

- (i) Quote re bench on Pond Site

Councillor Donovan confirmed that in his opinion the current state of the bench could cause a health & safety issue to parishioners.

After discussion it was agreed Parish Councillors would inspect the site and this matter to be deferred to the October meeting.

(ii) To note successful conclusion of annual audit

Noted.

(iii) To note July and August Bank Reconciliations

A copy of the end of month bank reconciliations for July and August had been sent to Councillors by email prior to the meeting.

The Bank Reconciliations were countersigned by Cllrs Harrison and Maylan

(iii) To consider re-appointment of Penny Clapham as Parish Council's internal Auditor for year ending 31st March 2026

RESOLVED that Penny Clapham be re-appointed as the Parish Council's Internal Auditor for the financial year 2025/2026 subject to her fee being reasonable. Proposed by the Chair and unanimously agreed by a show of hands.

(iv) Update re troughs/hanging baskets in the Square area and ideas proposed

It was agreed the Clerk and Chair would arrange to meet with Christine Snowdon to discuss proposals and ideas to improve the Square area.

(v) Update re in-house training by Devon Association of Local Councils

DALC would provide an in-person training session covering the Code of Conduct at a cost of £250 + VAT for 10 attendees and £300 + VAT for 11 – 16.

RESOLVED that DALC be asked to provide an in-person training session covering the Code of Conduct on the 10th November @ 7.30 for 10 attendees at a cost of £250.00 + VAT. Proposed by the Chair and unanimously agreed by a show of hands.

(vi) Report of Chair/Vice Chair interim finance meeting

The Chair reported that he not yet met with the Vice-Chair but had a meeting with the Clerk this morning. The overall forecasting was for a surplus of circa £16,000.00 at the end of March 2026. A copy of the Chair's draft budgeting figures had been provided to Councillors prior to the meeting.

The Chair pointed out that there were projects such as a footpath down Upexe Road to the Exe Valley road, the question of potential additional car parking in the valley and the Neighbourhood Plan also mentions footpath extensions. The Chair stated he would be proposing in the future that the Parish Council has a Village Improvement/Neighbourhood Plan Fund which would mean the precept could be kept at the same level but funds would be built up for future projects

(vii) Update re application for Credit Card via Unity Trust Bank

The Clerk to complete the application.

(viii) Repairs to fencing in Recreation Field (adjacent to Coach Road)

Clerk to ask the Handyman if he is able to quote for this work.

(ix) Update re S106 funding

The Chair reported that MDDC had actively come back to us regarding its land in the Recreation Field. They are suggesting they look into providing a community orchard in this area. The amount of S106 funds available is £2,150.00. If the project exceeds this sum then this MDDC are proposing using their own funds to pay. A survey would need to be carried out with MDDC's tenants who overlook the area. RESOLVED that the Parish Council agreed to this proposal. Proposed by the Chair and unanimously agreed by a show of hands. The Clerk to ask who would maintain the area.

With regard to S106 monies in relation to the Little Rec, there is a total of £13,688.00. Most of the schemes do not expire but there is one part which does expire in October 2026 with the sum being £1442.00. The Chair proposes meeting with the Richard's Educational Charity to obtain its views on how to spend the £13,688.00 section of money. One possible suggestion put forward as a pétanque area.

With regard to the £1442.00 suggestions of potential new seats or towards the troughs & hanging baskets were put forward.

The Chair stated the S106 funds from the Silverdale development should become available when the first house is occupied. These funds will expire after 10 years.

Minute 114344 **Review of Parish Council Policies (i) Data Protection and (ii) Financial Reserves**

RESOLVED to amend the Policies with the following wording added:

"This policy will be reviewed annually each May, or earlier if so required by legislation or additional material or if otherwise decided by the Parish Council."

Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114345 **Cobbled path, New Barn Lane (Cllr Kennard)**

Cllr Kennard stated you cannot currently see the cobbled path as there is debris etc. After discussion it was agreed she would speak with Neil Maylan and ask for an update as to what can be done without damaging the path, and bring any recommendations back to next meeting.

Minute 114346 **Update re Lime Regeneration Prorecommendations back& Harrison**

Cllrs Harris and Kennard had met with Klaus Fauharber and discussed with him various options for the regeneration of the lime avenue on Church Road. It had been agreed the Parish Council should clear suckers and ivy from all trees, including the 15ft stump, around the bases of the existing trees regularly, and where the two limes stumps are at the bottom of the slope, cut all growth leaving two or three strong stems to see if the trees will regenerate. The dead ash and holly trees should be removed and stop the hazelnut from growing out further by coppicing annually. If the Parish Council wanted to replant any, it

should purchase standard saplings in the autumn, early winter, but this would be proposed as a subsequent exercise.

Cllr Kennard will circulate a specification for the work required which would then be discussed at the October meeting. It was noted there was also a tree in the Little Rec which needs to be felled and the apple trees needed trimming. This would be included in the specification.

Minute 114347 **Update re Broad Oak Working Group**

No update. Cllr Kennard confirmed she would be having a meeting with Peter Smith re possible wood required for bosses etc for the Parish Church

Minute 114348 **Set date for additional meeting in November to discuss finance and proposed precept for 2026/2027**

It was agreed there would be an additional meeting on the 25th November to discuss finance and the proposed precept for 2026/2026. If the 25th November was not available then the meeting to take place on the 24th November. Meeting to commence at 7.30 p.m.

Minute 114349 **Correspondence**

- (a) Road Closure Notice – 2.10.2025 to 2.10.2025 – road from Pounds Lane Cottages to Flock Mill – tree cutting and pole replacement works
- (b) Road Closure Notice – 5.10.2025 to 5.10.2025 – School Road, Silverton – pole replacement works
- (c) Road Closure Notice – 2.12.2025 to 4.12.2025 inclusive – Exeter Road – pole replacement and test
- (d) Notification of local NHS Health Check Clinics
- (e) MDDC State of the District Debate – 17th September 2025 @ 5.30 pm, Phoenix House, Tiverton – 2 Parish Councillors may attend. Chair and Vice Chair will attend.

Minute 114350 **Matters brought forward by the Chairman**

The Chair pointed out that there were car parking problems on football days (training days and when games are taking place) with buses experiencing problems going up Coach Road. He would try to inspect the site on a training day, so that the matter could be discussed again at a future meeting.

Meeting closed at 21.26 p.m.