

Minutes of the meeting of Silverton Parish Council
held Monday 3rd November 2025 at 7.30 p.m. in the Silverton Community Hall

Present: Cllrs Ruth Harrison, Simon Hedges (Chair), Vicky Maylan, Gavin Donovan, Allen McManus, Lewis Ward & Josh Wright (also District Cllr) together with District Cllr Rhys Roberts

Minute 114368 **Apologies for absence**

Apologies were received from Cllrs Olivia Kennard, Chris Eveleigh & Emily Chanter together with County Cllr Steve Keable

Minute 114369 **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 114370 **To consider any applications for co-option onto the Parish Council**

None received.

Minute 114371 **Meeting open to any questions from members of the public – 10 mins**

A resident of The Meads pointed out the Parish Council had agreed a bus shelter could be erected on the A396 by Upexe Lane. She was concerned at the length of time this was taking and informed the Parish Council that waiting for a bus at this spot was horrendous regardless of the weather. She asked if the Bus Shelter could have a seat. The Chair explained a budget meeting is taking place later this month and this will be included as an Agenda item.

A resident of Coach Road asked for clarification as to the floodlights which are being used for football training. He said that he appreciated the work that the football club were doing, and did not want to cause any major issues, but he said the lights were shining into his windows. He said that residents had been told when the lights were initially installed that these were only for Devon Air Ambulance Trust to use in emergency situations. However, the Football Club were now using the lights. The Football Club were also using additional flood lighting with no planning permission and no consultation had been entered into with adjacent neighbours which he felt was the first thing that should have happened. He stated that the glare from the mobile lights was causing a disturbance both to wildlife and residents alike. He said he had spoken to DAAT who confirmed they had given permission for the Football Club to use the lighting but he feels this permission should not override any conditions of the planning approval. The positioning of the mobile floodlighting meant it was causing a glare to drivers in Coach Road. Additional traffic problems were also encountered on match and training days due to inconsiderate parking. On occasions the bus has been stopped from going around the circuit due to the inconsiderate parking although he acknowledged the Football Club do use cones on occasions to try and prevent this.

When asked, the Coach Road resident confirmed that he had observed the floodlighting being

used a couple of times a week in the early evenings, for a couple of hours each time, and that he did have curtains but did not wish to draw them.

District Cllr Josh Wright updated the meeting on an email he had received in which the Mid Devon District Council Area East Team, Leader (Development Management) had confirmed he felt it was unlikely planning permission would be required for the additional use of the floodlighting. The description of the original planning permission does specify the use for emergency landing for the air ambulance but does not specifically limit it to this use: but this is ultimately floodlighting on a recreation ground: there were no conditions restricting the use to just air ambulance landing, or restrict the hours of operation, which is why it was felt one could reasonably take a view that it could be used for other purposes related to the use of the recreation ground. Sensible use of the floodlights should be encouraged due to neighbouring properties which could be affected. If the lighting became a nuisance, then this would be something that the Environmental Health Team may have powers over, although they are unlikely to be concerned unless a formal complaint is made and they establish it is a statutory nuisance. There is also the option of making an application for a Lawful Development Certificate for a formal determination to see whether the use is lawful.

With regard to the temporary lighting, District Cllr Wright confirmed he would revert to MDDC for further guidance. With regard to the inconsiderate parking when matches/training sessions are taking place Cllr Ward will investigate this as part of the Parish Council's Traffic Team.

Minute 114372 **Discussion with District Cllrs Roberts and Wright**

District Cllr Rhys Roberts stated MDDC was very keen to get residents involved in giving feedbacks and would ask that residents be encouraged to complete the "Let's Talk" Residents' Survey.

With regard to the Local Government Reorganisation, District Cllrs had recently received a briefing on the progress to date and it appears the majority will support "4, 5, 1" with MDDC moving into a group making five. Torquay are looking to expand beyond their current area. A Full Council meeting is scheduled to take place at the end of the month when the result of the discussions will be announced.

District Cllr Roberts reminded the Parish Council that it should have a full Asset Register in place prior to any Local Government Reorganisation.

MDDC were working on the draft budget which will be later than usual due to a later Budget from Westminster. Funds will be less, in real terms, than earlier years.

There is further focus on "Bin 3, 2, 1" to improve waste disposal and increase funds.

District Cllr Wright confirmed he had nothing to add save planning targets. The latest quote for the District is 575 houses per year. Additional requirements for the village may be needed in due course but it does have the Silverton Neighbourhood Plan in place. He confirmed he was pushing for consultation on this issue.

With regard to waste disposal, the biggest issue is the amount of food waste which is not being put into caddies.

Minute 114373 **Minutes of the meeting held on the 6th October 2025**

RESOLVED the Minutes of the meeting held on the 6th October 2025 be accepted as a true record. Proposed by the Chair with 5 in favour and 2 abstentions by a show of hands.

Minute 114374 **Action Plan**

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

111/112 – Park Road to Red Cross – awaiting an update from County Cllr Steve Keable.

113 – Warden Scheme – Cllr Ward indicated he had nothing to report at this time.

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

123 – Pedestrian Safety on Upexe Lane – Cllr Ward indicating he had nothing to report at this time.

124 – Pedestrian Signage for Upexe Lane – it was noted that someone had been clipped by a vehicle whilst walking along the road.

125 – Speeding at Ellerhayes – Awaiting an update from County Cllr Keable.

126 – Drop Kerbs in Applemede – Awaiting an update from County Cllr Keable.

130 – Public Transport

132a – Bus bay outside The Meads - Awaiting an update from DCC.

132b – New Timetable holder for the Square - A new timetable holder had been requested with a view to the Parish Council arranging for its erection.

134 – Bus subsidies – Awaiting update from County Cllr Keable.

210 – Big Rec (Vicki Maylan & Ruth Harrison)

219/219a – Football Club – District Cllr Wright confirmed he would obtain advice from MDDC regarding whether or not planning permission is required for the temporary lighting being used by the Football Club.

The Clerk to write to Mr Rob Jones and ask if the temporary lights can be angled down away from residents' houses and cars using Coach Road. Also to establish if the lights have shields.

220 – Public Protection Order for Recreation Field – District Cllr Wright confirmed the Order was going through the relevant channels.

Cllr Maylan informed the meeting that recently there were lads with spades who were digging up the sawdust/earth in the Recreation Field to make jumps for their bikes. She went and had a word with them but they were rude to her and would not listen and just argued. She had contacted the Clerk who asked the Handyman to go and inspect. The Handyman did speak with the lads who he said were polite and indicated they were only using the sawdust to make jumps for their bikes. The Handyman had confirmed to the Clerk that the lads had not made a channel in ground and he could not see they were causing any problem. Concerns were expressed regarding the possibility of accidents occurring and the public liability insurance being void due to the action taken. After discussion it was RESOLVED that the Handyman be contacted and point out the Parish Council were concerned regarding possible legal issues and the future condition of this area. Proposed by the Chair and unanimously agreed by a show of hands. It was agreed an article be put on Facebook that the Parish Council had discussed the building of bike jumps and unfortunately due to health and safety issues these could not be permitted.

234 – Historic cobbled path - Steve Land has used weedkiller on this area and is going to continue to monitor and reapply when required. More significant work awaits the outcome of the grant application by the Church in relation to the roof and associated public benefit.

234b – Weeding of historic cobbled path – this has now been completed and can be removed from the Action Plan.

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

242 – Purchase of public telephone box – Cllr Wright stated he had no update from MDDC in relation to the planning permission aspect of any purchase but it was noted viable projects for the telephone box were required before the project can move forward.

244 – Possible troughs/hanging baskets in the Square. The Clerk stated she was waiting to hear from Christine Pryke regarding dates for a meeting. Cllr Maylan indicated that Dave Vittles had asked if he could sell the plants to the Parish Council for the planters and troughs if these were purchased.

245 – S106 monies re Little Rec – The Richard's Educational Charity had no suggested projects to put forward .

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

307 – Emergency Plan – this remains outstanding.

309 – Expand sharing facility on Parish Council website – this is now up and working and this item can now be removed from the Action Plan.

312 – Parish Council Debit Card – the application had been completed and would be submitted shortly.

319 – Highways signs in Exeter Road/Tuns Lane – Cllr Kennard had checked and there are no visible signs.

320 – Discussions with MDDC re possible land transfers – the Clerk confirmed she was waiting to hear back from her initial enquiry to MDDC.

Minute 114375 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

25/01416/CAT - Notification of intention to reduce crowns of one Cherry tree by 3m and a Fig tree by 2m; pollard and reduce the crown of one Birch tree by 4m, one Copper Beech by 4m, an Eucalyptus tree by 6m and an Acer tree by 4m and remove dead and/or dangerous boughs from an Apple tree within the Conservation area – Bycott, School Road, Silverton

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

25/00608/LBC – Listed Building Consent for replacement of 20 windows – Clyst Hayes, Strathculm Road, Hele

RESOLVED: the Parish Council supports the above application subject to the concerns of other bodies being addressed. Proposed by the Chair and unanimously agreed by a show of hands. Cllr Wright did not vote.

25/01400/CAT – Notification of intention to remove a Cherry tree to ground level within a Conservation Area – 10 Exeter Road, Silverton

RESOLVED: the Parish Council does not support the application on the grounds no reason has been provided as to why the tree needs to be cut down to ground level rather than have its crown

reduced. Proposed by the Chair. A vote of hands was taken with 5 in favour and 2 abstentions. Cllr Wright did not vote.

5/01385/HOUSE – Erection of first floor above existing garage for ancillary accommodation – 78 Wyndham Road, Silverton

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

(b) Approvals/Refusals (received from MDDC)

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

LISTED BUILDING CONSENT – Alterations to ground floor layout and installation of air vent for extractor fan – The Old Granary Silvert (Ref: 25/01193/LBC)

(c) Any other planning matters

(i) None

114376 **Finances**

(a) Monthly invoices

- Mrs S Woodland – Clerk's wages + expenses reimbursement re use of room as an office (£26.00), Microsoft invoice for October (£12.00) = £784.50
- Mr D Marsden – Handyman's monthly invoice - £650.00
- Steve Land Garden Services – strimming nettles and spraying weeds on cobbled path - £25.00
- Parsons Landscapes Limited – October grounds maintenance - £944.81

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

It was noted the Parish Council remained in credit with E-on Next to the value of £20.96.

It was noted a VAT refund had been received from HMRC in the sum of £5,166.89.

Silverton Community Hall – the Chair reported that the Parish Council had originally arranged for the consultation and funding of the Community Hall and took out a loan which resulted in a total spend of circa £136,000 for which the Hall Community let the PC have the hire free. The Chair joined the Committee of the Hall (as the Parish Council representative) which was having concerns of the level of income and he suggested the Parish Council pay for its use of the Hall by way of an annual payment of £140 per annum. Recently the Hall had been booked for additional meeting (financial review and training evening) and the Hall Committee want to charge for these two additional meetings.

The Chair proposed the Parish Council pays £140.00, and not the requested £184.00, and sends an email to the Committee explaining the position.

Cllr McManus made a counter proposal that the Parish Council pays the invoice in full. A vote was taken by a show of hands with 5 in favour and 2 against. RESOLVED: the Parish

Council pay the requested £184.00 to cover all meetings, and would pay the going rate for any one-off meetings in future.

(b) Other Financial Matters

(i) To note October Bank Reconciliation

A copy of the October Bank account was available for Councillors to view.

The October Bank Reconciliation was noted and Counter-signed by the Chair and Cllr Maylan

The revised September Bank Reconciliation was noted and counter-signed by the Chair and Cllr Maylan as being accurate.

(ii) Consider condition of bench on the Pond Site

The Chair stated that in his opinion 4 options were available to the Parish Council:

1. Matt Smith quotation to repair the bench (£320.00 labour and materials) + to galvanise the bench if required is an additional circa £282 + VAT giving a total of approximately £600.00 together with anchoring costs. The quote is valid until the end of November.

2. Paul Gowen quotation to repair and paint the bench with mild steel - £450.00. This does not include galvanising or fixing costs

3. Buy a bench from Amazon – cost £109.00 including VAT and delivery. Excludes labour to install, paint and item to anchor. An image of the bench was available for Councillors to consider.

4. Buy bench from British Ironwork Centre – currently £350.00 which includes delivery and appears to include VAT. The seat is wrought iron and unclear if galvanised. An image of the bench and dimensions were available for Councillors to consider.

There was also the possibility of having no bench at all on the Pond Site.

After discussion the Chair proposed the Parish Council go back to Matt Smith, Paul Gowen and the Handyman and ask for a quote to install and anchor 3 and 4 above.

A counter proposal was made by Cllr McManus that the Parish Council purchase the bench at Option 4 above. A vote was taken with 2 in favour 4 against and 1 abstention

The Chair then proposed bench 3 is purchased. A vote was taken with 4 in favour 2 against and 1 abstention. RESOLVED the bench from Amazon be purchased.

(iii) Repairs to fencing in Recreation Field (adjacent to Coach Road) – consider draft Specification

Defer to December

(iv) Update re S106 funds and response from Richard's Educational Charity

Cllr Kennard had informed the Clerk that there have been no ideas to date from the Richard's Educational Charity. The Trustees have been busy with the accounts for the Charity Commission and other administrative duties.

(v) Update re Registration of the Old Fire Station and The Berry with the Land Registry

The Clerk had established that the original Conveyance of the Old Fire Station is held with County Archives as is a Registration Certificate relating to the Register of Common Land Town or Village Green relating to what appears to be the Berry. The Clerk confirmed she would now be approaching solicitors to ask for a quotation to carry out the first registration of both parcels of land.

(vi) Re-enrolment and re-declaration letter from The Pensions Regulator

A letter from The Pensions Regulator was available to Councillors prior to the meeting. The Chair pointed out that the Parish Council has a legal duty to review the Clerk's pension position every 3 years. The Clerk confirmed she did not wish to have a pension scheme. The Chair will be making a re-declaration to The Pensions Regulator shortly.

(vii) Purchase of St George flag – update by Chair

The Chair has not as yet been able to find a St George flag of the right size but will update the Council in December.

(viii) To complete application for Unity Trust Credit card

The Application has been completed and requires signature by the appropriate Councillors. The Chair will check the information given in the form.

Minute 114377 **Condition of compost bins in Recreation Field**

The Chair and Cllr Kennard had inspected the compost bins in the Recreation Field and found them full of plant matter. In their view it does not look likely that residents will put items into the bins and they suggest leave as is. RESOLVED the compost bins remain in the Recreation Field. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114378 **Annual update of Risk Assessment and Risk Assessment re Open Spaces**

RESOLVED the Parish Council re-adopts the Risk Assessment and Open Spaces Risk Assessment with no amendments. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114379 **Review of Parish Council Policies (i) General Privacy Notice and (ii) Press & Media**

RESOLVED to accept both Policies as slightly amended by Chair. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114380 **To consider draft Dignity at Work Policy**

RESOLVED the Parish Council adopts the draft Dignity at Work Policy with no amendments. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114381 **To consider signing the Civility and Respect Pledge recommended by the NALC and DALC**

RESOLVED the Chair signs the Civility and Respect Pledge (as circulated to Councillors prior to the meeting) on behalf of the Parish Council. Proposed by the Chair and unanimously agreed by a show of hands

Minute 114382 **To consider Lime Tree Regeneration Programme specification**

RESOLVED the Lime Tree Regeneration Programme specification be agreed subject to clarification as to the dead tree on the Little Rec. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114365 **Mini-Market Reports for November**

The November Mini Market report was noted.

It was reported that a “pick up” had parked on the pavement between the Hall car park and the public car park in Wyndham Road. A resident’s car was parked outside 63 Wyndham Road next to The Meads. The bus was unable to pass for more than 5 minutes with a queue building up on both sides. A request was made for double yellow lines on that short piece of road. It was agreed the Traffic Group would consider the possibility of a request for double yellow lines in this area.

A request to reinstate the electricity to the Old Fire Station via solar panels had been made. The Chair will mention at the Street Market meeting. Agreed to defer this request to the December meeting

Cllr Kennard pointed out that the Parish Council had to share a table with another and this has proved problematic. The Chair will raise this at the next Hall Committee meeting.

Minute 114366 **Mini-Market Representative for December**

The Chair confirmed he would man the Parish Council table at the December Mini-Market.

Minute 114366 **Correspondence**

(a) Email received from a resident pointing out a horse had been ridden in the Recreation Field and also asking for clarification in relation to the flood light use in the recreation field and who is responsible for the planning application.

The issue relating to the floodlights had been discussed above.

Cllr Maylan confirmed she had seen the horse being ridden in the Recreation Field. Agreed the Parish Council would monitor the position.

(b) Email from a resident saying she understands the Parish Council are keen for people to be involved in an environmental/sustainability group. She is interested in setting something nature based like a sensory or medicinal plant garden, wildlife friendly plantings or a nature trail.

Cllr Wright stated he would contact the resident and ask her to come back to the Council with an outline of her ideas.

(c) Email from a resident regarding the works being carried out at 21 Fore Street, Silverton. Cllr Wright confirmed he was waiting to hear back from MDDC Planning Department.

(d) A road closure notice had been received during the month indicating the road heading Northeast from Beech Cross, Silverton would be closed on 20th October 2025

Minute 114367

Matters brought forward by the Chairman

Reminder:

Training day on 10th November at 6.30 p.m.

Finance meeting on 25th November 2025 @ 7.30 p.m.

Meeting closed at 9.41 p.m.