

**Minutes of the meeting of Silverton Parish Council**  
**held Monday 1<sup>st</sup> December 2025 at 7.30 p.m. in the Silverton Community Hall**

**Present:** Cllrs Ruth Harrison, Simon Hedges (Chair), Vicki Maylan, Olivia Kennard, Gavin Donovan, Lewis Ward, Chris Eveleigh & Josh Wright (also District Cllr) & District Cllr Rhys Roberts

Oliver Hyde, Jack Crispin (and Mother) and Harrison Fawkes

**Minute 114392**            **Apologies for absence**

Apologies were received from Cllr Allen McManus & County Cllr Steve Keable.

**Minute 114393**            **To note any declarations of interest:**

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

**Minute 114394**            **To consider any applications for co-option onto the Parish Council**

Mr Peter Kidds gave a resume of his interests and why he would like to join the Parish Council after which Cllr Kennard proposed he be co-opted which was unanimously agreed by a show of hands.

Mr Kidds completed the Declaration of Acceptance of Office.

**Minute 114395**            **Meeting open to any questions from members of the public – 10 mins**

Harrison Fawkes addressed the meeting and explained he, Oliver and Jack would like permission to create a bike/pump track behind the play area in the Recreation Field. The Chair gave a resume of an email received from the youths which also included a plan of the proposed trail. The youths confirmed they anticipated they could create the ramps/tracks themselves and explained the skatepark was not suitable for bikes. Harrison pointed out that there are pump tracks at both Stoke Canon Woods (which appeared to be an ad-hoc site, not formally adopted or maintained), and in Broadclyst (which came under the aegis of Broadclyst Parish Council). The Chair explained that people could get hurt if the ramps/tracks were not properly constructed and signage would be needed setting out what to do in an emergency and how to stay safe. The youths stated they thought ramps/tracks would be well used. The Chair further explained that the ramps/tracks would need to be inspected by a qualified RoSPA officer prior to use, and would need to be maintained. The youths indicated that pallets and earth would be needed to create the track.

Cllr Wright suggested the youths may like to form a Committee and have meetings at which Minutes would be taken and they confirmed they would be willing to consider this. It was noted there are residents nearby and they too would need to be consulted by the Council because of the potential noise. Cllr Wright will explore whether or not planning permission is required. Cllr Donovan pointed out they would need to consider the times the area could be used both in respect

of building and usage. It was agreed the Clerk would arrange a site visit, with the youths, to the Broadclyst bike ramp area. The youths confirmed they break up from school for Christmas on the 19<sup>th</sup> December. The Clerk will also contact Broadclyst Town Council for advice.

**Minute 114396**                      **Discussion with District Cllrs Rhys Roberts and Josh Wright**

District Cllr Wright reported that the Local Government Submission had been agreed and the final decision in respect of the Local Government Reorganisation was now out of their hands with Ministers making the final decision. The Residents survey was still on-going. Junction 28 funding would reduce dangerous queuing on the exit of the M5. A Warm Housing Grant is available to residents. The Leisure Centre pricing was now available. District Cllr Wright confirmed he had been able to help a resident recently sort out a housing issue.

District Cllr Roberts gave an update with regard to the Local Government Reorganisation proposals and stated he felt there had been a missed opportunity with what we are ending up with as there had been no consultation with residents.

**Minute 114397**                      **To approve Minutes of the meeting held on the 3<sup>rd</sup> November 2025**

RESOLVED the Minutes of the meeting held on the 3<sup>rd</sup> November 2025 be accepted as a true record. Proposed by the Chair with a vote by a show of hands with 6 in favour and 3 abstentions

**Minute 114398**                      **To approve Minutes of the meeting held on the 25<sup>th</sup> November 2025**

RESOLVED the Minutes of the meeting held on the 25<sup>th</sup> November 2025 be accepted as a true record. Proposed by the Chair with a vote by a show of hands with 5 in favour and 4 abstentions

**Minute 114399**                      **Action Plan**

100 – Traffic, Travel & Transport

111/112 – Park Road – the work appears to have been completed by DCC and this item can be removed from Plan.

113 – Road Warden Scheme - no volunteers have come forward and it was agreed this item can be closed down and removed from the Plan. Cllr Ward to remain the contact should anyone wish to volunteer to join the Scheme.

120 – Traffic and Pedestrian Safety

123 - Pedestrian safety on Upexe Lane. It was agreed that this item was now historical and can be removed from the Plan.

124 – Pedestrian signage for Upexe Lane – A response was still awaited from the Local Highways Officer. It was agreed the Clerk would ask County Cllr Keable if he could contact Cllr Ward with an update.

127 – Double yellow lines outside the Hall to MDDC car park. Cllr Lewis confirmed he had looked at this issue and suggested it may be possible to add double yellow lines on this section of Wyndham Road to assist with the free flow of the traffic. Cllr Wright pointing out that restricting parking in one area risks pushing the problem somewhere else and County Highways had suggested in the past that a chicane slows down traffic. Cllr Kidds suggested that in the interim place cones could be used when there is a Mini Market. RESOLVED the Parish Council submits a request for double yellow lines on the west side of Wyndham Road from the entrance to the Community Hall to the entrance to the MDDC car park subject to possibly carrying out a village consultation. Proposed by the Chair with a vote by a show of

hands with 8 in favour and 1 against. With regard to the use of cones during a Mini Market the Chair confirmed he would raise this with the Mini Market Committee.

#### 130 – Public Transport

131 – Bus shelter at junction of A396 and Upexe Road– no action at the current time.

132b – New timetable holder – The Chair confirmed this had been delivered. As the back wall of the shelter does not belong to the Parish Council it needs to work out how to fix this without drilling the wall. It was agreed the Chair and Cllr Kennard will carry out a site meeting to consider how to install the holder and report back at the January meeting.

#### 210 – Community Spaces & Activity

219b – Use of floodlights by Football Club – Cllr Ward had circulated an email which included photographs of the floodlights used during 2hr training sessions. He pointed out there was some spill from the floodlights as shown on the photographs. Cllr Ward stated he did not observe the floodlights being shone directly into anyone's house, it was a bit of overspill. It was also observed that the floodlights did not dazzle car drivers going up Coach Road although the floodlights are obvious when driving. Cllr Wright stated he was going to speak to the complainant in the next day or two. The Chair had also visited the area, at a different time while the lights were on and football practice was taking place, and he observed that the floodlights did not dazzle car drivers travelling up or down Coach Road.

220 – Public Protection Order for Recreation Field – Cllr Wright confirmed there was no update.

#### 240 – Fore Street & High Street

242 – Purchase of public telephone box – the Clerk reported that BT had given until the end of December or the Parish Council to accept the offer to purchase the box for £1.00. A parishioner had contacted the Clerk with the suggestion that the box could be used to display the heritage of the village, maybe with the assistance of the Silverton History Society. It was agreed the Clerk would contact the Society to see if this is something they would like to be involved with.

243 – Bench on the Pond Site – the new bench had been ordered and should be delivered in the near future.

244 – Troughs/hanging baskets for the Square – awaiting dates to meet with Christine Pryke.

#### 300 – Admin, Finances and Miscellaneous

307 – Parish Emergency Plan – Cllr Harrison is in the process of drafting an updated Emergency Plan for approval.

312 – Parish Council Credit Card – application form is now ready for signature by relevant Parish Councillors.

317 – St George Flag – Chair is researching to try and find the relevant size flag.

320 – Possible transfer of land from MDDC to Parish Council – no response from MDDC as yet but it was noted that this may take some time.

321 – Re-declaration letter to The Pensions Regulator – Chair is dealing with this.

**Minute 114400**      **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**

25/01623/FULL – Erection of extension to existing MOT, valeting and garage building – Keywise Cars, Thorverton – RESOLVED the Parish Council supports the application. Proposed by Cllr Eveleigh and unanimously agreed by a show of hands.

**(b) Approvals/Refusals (received from MDDC)**

LISTED BUILDING CONSENT to dismantle and rebuild pillar to the entrance of property – 8 Church Road, Silverton (25/01134/LBC)

NO OBJECTION to remove 1 Cherry tree to ground level within the Conservation Area – 10 Exeter Road, Silverton (25/01400/CAT)

NO OBJECTION to fell 1 Ash tree within the Conservation Area – Bramley Cottage, 2 High Bullen, Silverton

NO OBJECTION to reduce the crowns of 1 Cherry tree by 3m and 1 Fiig tree by 2m, pollard and reduce the crowns of 1 Birch tree by 4m, 1 Copper Beech tr by 4m, 1 Eucalyptus tree by 6m and 1 Acer tree by 4m and remove dead and/or dangerous boughs from 1 Apple tree within the Conservation Area – Bycott, School Road, Silverton (25/01416/CAT)

**(c) Any other planning matters**

(i) None

**Minute 114401**      **Finance**

**(a) Monthly invoices**

- Mrs S Woodland – Clerk's wages/expense reimbursement (£772.40) + Microsoft invoice for November (£12.10) & pack of laminating pouches (£3.49) = £787.99
- Mr D Marsden – Handyman's monthly invoice = £650.00
- A D Isaac – Christmas tree payment - £260.00
- Royal British Legion – Remembrance Wreath - £25.00
- Westcotts (SW) LLP – payment for accounting services for 2024/2025 - £300.00
- DALC – training - £339.96.75
- Mrs S Woodland – new seat for the Pond Site - £78.75

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

The monthly Direct Debit payment to Westcotts (SW) LLP of £30.00 was noted

**(b) Any other invoices received since date of agenda**

None

**(b) Other Financial Matters**

(i) To note November Bank Reconciliation

A copy of the November Bank Statement was available for Councillors to view. The November Bank Reconciliation was noted and countersigned by the Chair and Cllr Maylan as being accurate.

(ii) Disposal of iron bench previously sited on the Pond Site.

RESOLVED the Blacksmith (Matt Smith) can dispose of the seat and sell as scrap metal to cover some of his expenses of inspecting the seat and providing a quote to repair. Proposed by the Chair and unanimously agreed by a show of hands.

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

Clerk to upload the new draft Specification to the Sharing File. To be considered at the January meeting.

(iv) Purchase of St George flag

Chair is making enquiries to find the relevant size of flag.

(v) Update re application for Unity Trust Credit Card

Discussed above

(vi) Consider Internal Auditor Contract for financial year 2025/2026

A copy of the Internal Auditor Contract for the financial year 2025/2026 had been available for Councillors to read on the Sharing File. RESOLVED that Penny Clapham be appointed the Parish Council's Internal Auditor for the financial year 2025/2026. Proposed by the Chair and unanimously agreed by a show of hands.

(vii) Update re adopting the telephone kiosk in The Square

A suggestion had been received from a member of the public to use the kiosk for historical purposes and perhaps ask the Local History Group to be involved. RESOLVED to ask the Silverton History Society if this was a project they would like to be involved with. Proposed by the Chair and unanimously agreed by a show of hands.

(viii) Request for the Parish Council to reinstate the electricity supply to the Old Fire Station

The Chair reported that the Parish Council was waiting to hear from C Pryke/M Snowden with regard to dates for a meeting to discuss various items in the Square. Cllr Wright asked if an electricity supply was reinstated to the Old Fire Station could a quote be obtained for a range of electric charger options up to 65 amp 3 phase.

(ix) Review of Handyman Contract

It was generally felt that the Parish Council was satisfied with the work carried out by the current Contractor and it did not wish to go out to tender,

The draft Contract include the Pond site shrubs/weeds which had been agreed previously together with the weeding between number 7 Church Road and the Berry. The term of the new Contract was proposed for a period of 3 years and the amount the pay should increase each year to be by the CPI inflation rate of previous October. The Chair indicated he had calculated this would be £673 per month from 1<sup>st</sup> January 2026. RESOLVED that the proposed new Contract be adopted. Proposed by the Chair and unanimously agreed by a show of hands.

The Chair gave a resume of the Street Market AGM which took place on 18th November 2025. Several issues were raised for the Parish Council to consider including:

(a) The Committee asked if the “No-Dog” rule on the Little Rec and Recreation Field could be exempted on the day of the Street Market. The Chair had informed the Street Market AGM that if the exemption was permitted then people with dogs may assume they could use exercise their dogs on these areas at other times. There could also be an issue with dog fouling.

(b) Currently there is no ramp from the street directly up from the road to the pavement by the entrance to the Little Rec. The Street Market Committee had suggested some of the S106 monies available could be used to provide a permanent ramp. The Chair had informed the Street Market Committee that given this is only really an issue on crowded Street Market days a temporary ramp might be a better solution (and would not take away parking space) although he had confirmed he would raise this with the Parish Council. Also, such a ramp would be outside the area of the Little Rec area, and so would probably not qualify for S106 funding.

(c) The Street Market Committee had suggested permanent electricity points could be placed around the Little Rec with power from the Fire Station and S106 monies could be used to fund the installation of electricity. This would improve the Health & Safety aspects during the Street Market by reducing trailing cables and could also be a benefit at other times such as lighting for the Christmas tree. The cables to electricity points could be run underground with lockable sockets in various locations. The Chair had pointed out to the Street Market Committee that S106 monies can only be used for capital installations and not for ongoing running costs. It was noted that from a financial perspective the Community Hall Committee currently pays £10 per day in standing charges alone, ~~so running costs could be considerable.~~

The Chair informed the meeting that he had pointed out to the Street Market Committee that items (a) and (c) would need the approval of the Richards Educational Charity and any use of S106 monies needs the approval of MDDC. Item (b) would need the consent of DCC.

It was agreed that items 2 & 3 will be discussed further when the Chair and Clerk meet with Christine Pryke and Miles Snowdon to consider improvements to the Square and Little Rec. The Chair had recently reminded Christine Pryke she was going to contact the Clerk with dates of availability.

**Minute 114403**      **Review of Parish Council Policies (i) Parish Website Policy and Disclaimers and (ii) Social Media Policy**

A copy of the Policies had been available on the Shared File for Councillors to consider prior to the meeting. RESOLVED the only changes of substance to be made were the review clauses to reflect their annual renewal in December of each year. Proposed by the Chair and unanimously agreed by a show of hands.

**Minute 114404**      **ROSPA Reports re (i) Silvertown Skate Park and (ii) Silvertown Play Area**

Cllr Maylan had circulated a comprehensive report on the ROSPA reports relating to the Skate Park and the Play Areas.

With regard to the Skate Park the 1<sup>st</sup> and 2<sup>nd</sup> paragraphs (wheeled sport quarter pipe and sport spine ramp), she felt these were not urgent. With regard to the 3<sup>rd</sup> paragraph (wheeled

sport half pipe with quarter pipe hips) she had looked at this previously with Evolution Skateparks who had advised only aircraft rivets should be used on skate park ramps. She believes the rivets are replaced when Evolution Skateparks carry out the annual inspection. This action is shown in red and Cllr Maylan suggested MDDC be asked to clarify why this is a red action. With regard to the 4<sup>th</sup> paragraph (basketball post/hoop) – a warning sign is needed and the Chair agreed to obtain quotes.

With regard to the Children's Play Park the 5<sup>th</sup> paragraph referred to the lower gate not shutting properly and the Clerk to chase Rhino Play for a response to an earlier email. The 6<sup>th</sup> paragraph referred to bearings which needed servicing on the Exercise Bike as the wheels no longer turn and Cllr Maylan indicated that as these were only installed in 2022 this should be under warranty. The 7<sup>th</sup> paragraph relates to the Steps in the Play Park and it was agreed to ask the Handyman to weed regularly. The 8<sup>th</sup> paragraph relates to the matting under the central point swing which is separately. It was agreed to ask Rhino Play to inspect. The 9<sup>th</sup> paragraph relates to the Suspended Stepping Logs where the fixtures are loose. Rhino Play did tighten these during the Summer and it was agreed to ask Rhino Play to inspect when they visit the Play Park but it was noted this piece of equipment may need to be decommissioned. The 10<sup>th</sup> paragraph refers to the Agility Bridges which ROSPA note the timber is decaying. These pieces of equipment were new and the timber should be guaranteed for 10 years and it was agreed to report the issue to Rhino Play.

The final paragraph of Cllr Maylan's report related to budgeting suggestions to wash/clean the equipment in the Children's Play Area and the Adult's Gym Equipment in the Spring. It was agreed to ask the Handyman to provide a quote to undertake this work.

#### **Minute 114405**      **To consider Lime Tree Regeneration Programme Specification**

The Lime Tree Regeneration Programme Specification had been circulated to Cllrs prior to the meeting. It was noted that in regard to the Little Rec the only work that was required was the vegetation being cut back from the overhead wires with no amendments to the work shown to be carried out on the Berry. RESOLVED the Clerk be asked to use this specification to obtain tenders. Proposed by the Chair and unanimously agreed by a show of hands.

#### **Minute 114406**      **To consider proposal for double-yellow lines at the lower end of Coach Road to prevent buses being blocked**

The Chair reported that when he had inspected the area he had parked and blocked the road for the bus but he had swiftly moved his vehicle when the bus arrived, so the exact pinch point was now known. He stated that currently there was no tree overgrowth onto Coach Road and he put forward two suggestions:

- (i) Request double yellow lines from where Coach Road meets the mini roundabout to where the drain is situated outside School House. RESOLVED this is agreed. Proposed by the Chair and agreed by a show of hands with 8 in favour and 1 against.
- (ii) Possibly request double yellow lines on the other side of Coach Road although it was noted that people don't park on this side of the road. This was not favourably received and abandoned without a vote.

Cllr Wright stated he felt that if the Parish Council are going to look to increase the double yellow lines in the village it should consult with the village. Small areas are not a particular problem as these are to try and resolve pinch points in the village.

The possibility of double yellow lines being requested for outside The Lamb Inn in Fore Street was suggested and it was agreed this be considered at the January meeting. The Clerk to defer submitting a request for the double yellow lines in Coach Road and Wyndham Road until after the January 2026 meeting.

**Minute 114407**      **Correspondence**

- (a) Notification of Road Closure – road from Latchmoor Cross to Old Ruffwell Farm - works to take place between 16/04/2026 and 22/04/2026 subject to approval from Devon Highways
- (b) Cllr Wright/Chair to give an update re a possible community project at The Pond Site, Prispenn  
Cllr Wright stated that the Parish Council had been approached by a potential community group who want to set up a community nature project on land which may be available for sale in the village. This is very much in its infancy and he will report further as and when developments arise.
- (c) Email from MDDC re Infrastructure Funding and Infrastructure List

**Minute 114408**      **Matters brought forward by the Chairman**

The Chair reported that Mrs Elizabeth Trebble who had been a member of the Parish Council for many years and had been an active member of the Neighbour Plan Group had sadly passed away recently. A Minute's silence in her memory will be held at the January 2026 meeting.

A couple of emails had been received from people who are interested in forming a Green Group and Cllr Wright is taking this forward.

The Chair wished everyone a Merry Christmas.

Meeting closed at 8.45 p.m.