

## SILVERTON PARISH COUNCIL

### NOTICE OF MEETING

I hereby give you notice that a of Silverton Parish Council will be held at the **SILVERTON COMMUNITY HALL** on **MONDAY 5<sup>th</sup> JANUARY 2026** at **7.30 p.m.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below:

DATED this 29<sup>th</sup> day of December 2025

Signed.....*Sheila Woodland*..... Clerk to the Parish Council

### MEMBERS ARE REMINDED OF THE NEED TO MAKE DECLARATIONS OF INTEREST PRIOR TO ANY DISCUSSION WHICH MAY TAKE PLACE

1. Apologies for absence
2. To note any declarations of interest: pecuniary, other registerable interest or non-registerable interest
3. Meeting open to any questions from members of the public – 10 mins
4. Discussion with County Cllr Steve Keable & District Cllrs Rhys Roberts and Josh Wright on any relevant issues
5. To approve the Minutes of the meeting held on the 1<sup>st</sup> December 2025
6. Action Plan
7. Planning

#### (a) Applications

25/01726/CAT – Notification to remove 1 Willow tree and 1 Elaeagnus to ground level within the Conservation Area – 21 King Street, Silverton

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

APPROVAL – erection of first floor above existing garage for ancillary accommodation – 76 Wyndham Road, Silverton (25/01385/HOUSE)

#### (c) Any other planning matters

FOR INFORMATION ONLY – Prior Notification for the change of use of an agricultural building to 2 dwellings under Class Q – Land and buildings at Hayne Lane, Silverton – 25/01685/PNCOU

### 8 Finances

#### (a) Monthly invoices

- Mrs S Woodland – Clerk's wages/expense reimbursement (XXXX) + Microsoft invoice for December (£12.10) & pack of laminating pouches (£3.49) = £787.99
- Mr D Marsden – Handyman's monthly invoice = £650.00
- HMRC – Clerk's Income Tax + National Insurance (3<sup>rd</sup> Quarter) - £775.44
- Silverleigh Newsletter – annual grant towards administration costs - £260.00
- St Mary's Church – annual grant towards grass cutting of Churchyard - £1,562.00
- Mr A Campbell – honorarium re parish clock winding - £250.00
- Simon Hedges – purchase of new St George's Flag - £65.94

- E-on Next - November electricity usage re Air Ambulance landing site - £2.74

Any other invoices received since date of agenda

- To note monthly Direct Debit payment to Westcotts (SW) LLP = £30.00

(b) Other Financial Matters

- (i) To note December Bank Reconciliation
- (ii) To consider quote to construct and install new bench on Pond Site
- (iii) Repairs to fencing in Recreation Field (adjacent to Coach Road) – Consider draft Specification
- (iv) Purchase of St George flag – update by Chair
- (v) Update re adopting the telephone kiosk in The Square – consider Contract for sale
- (vi) Location of Timetable holder/noticeboard in Bus Shelter and request for quotes
- (vii) Consider purchasing Microsoft 365 Personal licence for Clerk
- (viii) Consider quotation from Parsons Landscaping in relation to the grounds maintenance for the financial year 2026/2027
- (ix) Consider possibility of installing a concrete slab/rubber matting to the base of the steps in the Children's Play Area – quote provided by Handyman.
- (x) Consider updated financial papers and thereafter set the Precept for the financial year 2026/2027
- (xi) Statement of Internal Control

11. Annual Review off Standing Orders

12. Annual Review of Asset Register

13. Consider/agree minor amendment to Handyman Contract

14. To consider double yellow lines outside The Lamb Inn, High Street.

15. Correspondence:

(a) None

17. Matters brought forward by the Chairman