

Minutes of the meeting of Silverton Parish Council
held Monday 13th April 2026 at 7.30 p.m. in the Silverton Community Hall

Present: Cllrs Ruth Harrison, Simon Hedges (Chair), Olivia Kennard, Emily Chanter, Ruth Harrison, Peter Kidds, Gavin Donovan, Lewis Ward, District Cllr Rhys Roberts and County Cllr Steve Keable.

Minute 114454 **Apologies for absence**

Apologies were received from Cllrs Chris Eveleigh & Josh Wright

Minute 114454 **Any applications to be co-opted onto Parish Council**

None

Minute 114455 **To note any declarations of interest:**

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

Minute 114456 **Meeting open to any questions from members of the public – 10 mins**

Ellen Cocking addressed the Parish Council saying she was considering putting forward a proposal for a small coffee shop to be created in the Fire Engine House. She felt the building was ideally situated for a small social space and the possible facility would have the community at heart and specialise in teas/coffees etc. She envisaged having a monthly fundraising event whereby funding would go back into the village. She said she would like to put new life into an under used building. She confirmed she had not looked inside the building and therefore is not aware of utility supplies etc. The Chair confirmed the building does not have the benefit of an electricity or water supply nor does it have a toilet. It was pointed out currently the Silverton Street Market use it for storage in the run up to the annual Street Market. A concern was raised as to whether or not the proposed coffee shop would cause further parking problems.

RESOLVED that access to the old Fire Engine House be arranged for Ellen Cocking. Proposed by the Chair and unanimously agreed by a show of hands.

Andrew Foster addressed the meeting and confirmed he has a gang of 6 people who are keen to be members of the Silverton Road Warden Scheme. It was noted a 2-day training course is required for either one or two volunteers. Training required. 2-day training course and the Parish Council needs to know DCC requires to move the Scheme forward. County Cllr Keable pointed out this may be an opportunity to draw Parish Councils together and he was aware that Morchard Bishop already have a Road Warden Scheme and have the necessary equipment. RESOLVED the Clerk to investigate further and contact Morchard Bishop for advice. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114457 **Discussion with County Cllr Steve Keable & District Cllrs Rhys Roberts**

District Cllr Roberts reminded the meeting that garden waste collection cost had been frozen for

the current year. The J28 M5 improvement scheme had passed the national review and remains supported by Government and final funding by the Treasurer was awaited. Applications for the Creative Community Grants Scheme close on 24/04/2026. The delayed decision by MDDC with regard to approved refurbishment of gypsy sites in Tiverton had now been approved. He confirmed the Clerks' AGM was now to take place on the 29th April - the Clerk indicated she was unfortunately away and would not be able to attend the rearranged meeting. The National Waste and Recycling results had been published with regard to recycling, MDDC was rated 10th of 97 comparable authorities and for residual tonnage 6th of 197. Collection rates for Council Tax was 97.31% and business rates 99.82%.

County Cllr Keable's April report had been circulated to all Councillors prior to the meeting. The Clerk to forward to Cllr Keable the email from MDDC informing the Parish Council that it needs to pay for planning advice.

It was noted the time-table for the MDDC Local Plan will soon be available.

Minute 1144458 **To approve Minutes of the meeting held on the 2nd March 2026**

It was noted that Cllr Ward was in attendance at the meeting although not shown on the Minutes. RESOLVED subject to the amendment to show Cllr Ward's attendance the Minutes be accepted as a true record. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114459 **Action Plan**

A copy of the Action Plan had been circulated to all Council members prior to the meeting.

Traffic, Travel & Transport

114 – Roach Lane – County Cllr Keable indicated this now has a Scheme number - 244626527

Traffic and Pedestrian Safety

124 – Pedestrian signs on Upexe Lane – it was agreed that the images and description of the precise location which had previously been passed on to DCC, would be sent to Cllr Keable.

125 – Speeding at Ellerhayes – County Cllr Keable provided a plan on which he asked for the location requested for a speed check. After discussion the Chair proposed he and the Clerk will consider the plan and mark on it where the speed radar should be sited. This was agreed. County Cllr Keable confirmed a Report will be provided of the result but cannot guarantee the information which will be provided. The Chair stated need to know the speeds individual cars are travelling through Ellerhayes, rather than an average – i.e. how many drivers are breaking the speed limit, and by how much.

126 – Dropped Kerb at Applemede – Cllr Keable had emailed a formal request to Highways for this to be included in a future programme. Regarding the related matter of the footpath over the Leat from Applemede, he had been advised that there was nothing that could be done about this.

127(a) Double Yellow Lines Poll – It was agreed the Clerk will forward full details of the poll to County Cllr Keable, along with the documentation of exactly where the lines were to go (to be provided by the Chair), and Cllr Keable will then progress the matter.

Public Transport

131 – Bus Shelter on A396 – Meeting to be arranged with Mark Phillips/Ruth/Steve. Steve will arrange. DCC had advised that they had a preference for a bus shelter in both directions. It was pointed that the Parish Council also had that preference, but lack of space made a bus shelter on the northbound impractical, and so the Parish Council wished to proceed with the bus shelter on the southbound side, which was achievable. Cllr Keable also stated that regarding Planning Permission for the bus shelter, more information was required, including the precise location. This would be provided.

132(a) – Bus Bay at The Meads – County Cllr Keable stated clarification is required, on a plan, as to the siting of the bus bay. It was agreed the Clerk would forward the information previously submitted to DCC with regard to the meeting with the Bus Company in 2025 to him.

132(b) - Bus Timetable – Cllr Wright to arrange the erection of the timetable, he now has the key that should enable this

Recreation Field

220 – Public Spaces Protection Order – Dog Control – The Chair confirmed the draft Order which included Silverton Recreation Field had been prepared. Cllr Wright to update in May.

221 – Repairs to fence in Recreation Field adjacent to Coach Road – the quotation from DB Fencing had been accepted but to date no acknowledgement had been received nor any information as to when the work was anticipated to commence.

224 – Cllrs Chanter and Kennard had visited the Broadclyst Cycle Track which appears to be run by the youth who create their own jumps. The land being used had been donated by the National Trust. Cllr Chanter stated she had called the telephone number on a sign at the track to try and find out further details but to date has not been able to make contact. She will continue to try.

Square, Fore Street and High Street

232 – Lime tree regeneration programme – it was noted Conservation Area Consent was required and the application was being prepared.

238 - Improvements to the Little Rec – the Chair indicated that the S106 Officer had been approached for agreement that S106 monies can be used for a 3 part programme:

- (i) supply electricity to the Fire Engine House
- (ii) running wires across the Little Rec to the Christmas Tree Location and the north wall
- (iii) providing flower planters.

This would not preclude further changes in future.

he deadline to spend some of the funds is October. It was noted the Parish Council may not get permission from the Richard's Education Charity and MDDC in time for the whole project to proceed by October and therefore an application has been submitted to progress the electricity to the Fire Station first. If this is approved an application will be made to progress the remaining two schemes. The Silverton Street Market group were keen to have power to the old Fire House before 1st August for use at the Street Market.

Admin, F/finances and Miscellaneous

312 – Parish Council Debit/Credit Card – confirmation had been received from Unity Trust that the application was being processed and the card should be received in the near future.

320 – Possible transfer of MDDC land to Parish Council – no update from MDDC had been received to the Parish Council's email confirming its interest in adopting some land currently in the ownership of the Parish Council. County Cllr Keable asked if he could have a copy of the email sent to MDDC and this was agreed and the Clerk will forward a copy to him.

Minute 114460 **Planning**

(a) Applications

26/00448/CAT – Notification of intention to remove 1 Eucalyptus tree within the Conservation Area – 20 King Street, Silverton

RESOLVED the Parish Council supported the application. Proposed by the Chair and unanimously agreed by a show of hands.

(Cllr Donovan declared a non-registrable interest in the following item as he knows the neighbours)

26/00278/FULL – Change of use of agricultural land to residential garden following planning permission 25/00294/FULL – Land at NGR 295602 103364 Silverdale

RESOLVED the Parish Council supports the application. Proposed by Cllr Kennard. A vote was taken with 6 in favour, 1 against & 1 abstention

(Cllrs McManus and Chanter declared a non-registrable interest in the following application as they are friends with the applicant)

26/00409/HOUSE – erection of 2 storey side extension and creation of windows in North West elevation following demolition of existing conservatory – Stockwell Cross, Silverton

RESOLVED the Parish Council supports the application. Proposed by Cllr Ward. A vote was taken with 7 in favour & 1 abstention

26/00414/HOUSE – Conversion of garage and rebuilding of side extension to form ancillary annex - Old Ruffwell Farm , Thorverton

The Chair pointed out the Silverton Neighbourhood Plan states new buildings should have solar panels and car charging and he believed this applied to the application as the conversion of the old garage block and additional roofing. After discussion it was

RESOLVED that the Parish Council objects to the application on the grounds it conflicts with the Silverton Neighbourhood Plan as there are no solar panels and no charging points. Proposed by the Chair. A vote was taken with 6 in favour & 2 abstentions

It was noted the elements of the Silverton Neighbourhood Plan regarding the requirement for new dwellings to be net zero did not apply, as this could require full demolition of the existing walls, which would be unreasonable.

(b) Approvals/Refusals (received from MDDC)

CERTIFICATE OF LAWFUL USE – Proposed siting of caravan for use as an ancillary annex on dwelling as shown on Block Plan ref STR BP 26 01 08 A received 30/01/2026 – Ruthfield, Silverton (26/00124/CLP}

CERTIFICATE OF LAWFUL USE – Proposed conversion of garage and access corridor into additional ancillary accommodation as shown on plans received 20/01/2026 – 13 Coach Road, Silverton (26/00084/CLP)

NO OBJECTION – of intention to remove 1 Salix tree and 4 Conifer trees within the Conservation Area – 25 Fore Street, Silverton

APPROVAL – replacement of single storey elevation – 17 Ellerhayes, Hele (26/00206/HOUSE)

TREE PRESERVATION ORDER CONSENT - Application to remove 1 Lombardy Poplar tree protected by Tree Preservation – 1 Prispfen View, Silverton (26/00212/TPO)
Order 97/00010/TPO

(c) Any other planning matters

None

Minute 114461 **Finance**

(a) Monthly invoices

- Mrs S Woodland – Clerk's wages/expense reimbursement (£772.40) + Microsoft invoice for March & April (£12.10 x 2) + McAfee annual sub; data protection (£95.99) + Fasthosts ; domain renewal (£15.40) = £907.99
- Mr D Marsden – Handyman's monthly invoice = £673.00
- E-On Next – Electricity supply to Air Ambulance Site (March) - £18.64
(Football Club to be refunding the cost of the 2026 invoices to the Parish Council in due course)
- Devon Association of Parish Councils – annual sub - £703.44
- HMRC – Employers NI contribution + Clerk's Income Tax - £775.64
- S Hedges – replacement printer ink for the Clerk - £353.33
- Parsons Landscapes Limited – March grounds maintenance - £994.54

The Chair pointed out that the Clerk been using printer ink which was not original to try and save costs but the printer was almost unusable with it. The Chair has obtained original ink through a discounted supplier at a cost of £353.33. RESOLVED the Chair be reimbursed this sum by BACS. Proposed by Cllr Kennard. A vote was taken by a show of hands with 7 in favour and 1 abstention (Chair).

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

With regard to Parsons Landscapes Limited, they had asked if they should leave the Berry uncut from April to October as in previous years. After discussion it was RESOLVED that Parsons Landscapes Limited be asked to carry out 1 cut of not less than at least 2 inches high and then leave until October. Proposed by Cllr Kennard. This was 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 March & April 2026 Bank Reconciliations (circulated to Cllrs prior to meeting)

Copies of the March & April Bank Reconciliations had been circulated to Cllrs prior to the meeting for consideration. Cllrs Kennard and Harrison counter-signing the Reconciliation as being correct

- (ii) Schedule of Payments over £100.00 for period 01.04.2025 to 31.03.2026

The Schedule of Payments had been circulated to Cllrs prior to the meeting. No enquiries raised.

- (iii) Road Warden Scheme - training required

This had been discussed above

- (iv) Request from Silvertown Street Market for contribution to administration costs (budgeted £520.00)

A request had been received from the Silvertown Street Market for a contribution towards its administration costs. RESOLVED a payment of £520.00 be agreed as per the 2026/2027 Budget. Proposed by the Chair. Unanimously agreed by a show of hands.

- (v) Update re new Lease for the Little Rec (Cllr Kennard)

Cllr Kennard explained the Richard's Educational Charity were currently trying to locate its Title Deeds to the Little Rec. As these are not available at the moment the Charity is likely to only give the Parish Council an extension of one year to the Lease. . This extension would be a zero cost to the Parish Council.

- (vi) To note MDDC S106 Funding Reports

Noted

- (vii) To consider quotations received relating to the items highlighted in the ROSPA report for the Children's Play Area

Th Clerk confirmed 3 quotes had been obtained:

Rhino Play – £4,237.00 excluding VAT

SNC(SW) - £700.00 excluding VAT but only agreed to do item 1 & 2, inspect 3 & 4 and further quote

AFS - £3,090.00 – this quote includes additional work on the Clatter Bridge which had been found to be rotting in places

RESOLVED quotation from AFS be accepted to include the additional work to the Clatter Bridge. Proposed by Cllr Harrison and unanimously agreed by a show of hands.

- (viii) To note Internal Audit is scheduled to take place on Thursday 16th April 2026

Noted

- (ix) To note first instalment of precept due to be paid on 13th 2026

Noted

- (x) To note annual wayleave payment from National Grid

A payment of £38.71 had been received.

Minute 114462 **Annual Review of Financial Regulations**

A draft of the proposed Financial Regulations had been circulated to all Councillors prior to the meeting.

The Chair pointed out the new model Regulations was significantly changed from the original version being used by the Parish Council.

RESOLVED the draft Financial Regulations be adopted. Proposed by the Chair and unanimously agreed by a show of hands.

Minute 114463 **Draft Parish Emergency Plan (Cllr Harrison)**

No update.

Minute 114464 **March & April Mini Market reports**

The March and April Mini Market reports were noted.

Cllr Chanter stated that one person asked about the sign to Silverton on A396 which had been missing for some time. The Clerk to revert to County Cllr Keable.

Minute 114465 **Broad Oak Committee (Cllr Kennard)**

Cllr Kennard stated that the Committee does not seem to want to meet. The wood is now seasoned and the distributions/sale of the wood will now be back to the Parish Council to deal with. Cllr Kennard would also follow up regarding the location of the saplings from the Oak, so that the Parish Council could determine what to do with them,

The Clerk to confirm to Cllr Kennard the official name of the Old Fire Station so she is able to progress the provision of a wooden sign for the building.

Minute 114466 **Neighbourhood Plan and Design Statement Awareness for Developers and review of application for compliance (requested by the Chair)**

Defer to May meeting

Minute 114467 **Publication of Councillor's details under Transparency Code**

It was agreed the Clerk's details to be included where appropriate and not to disclose Councillors' telephone numbers and personal email addresses.

Minute 114468 **To approve Internal Financial Officer Checklist (drafted by Clerk)**

It was noted Cllr Harrison had carried out the quarterly check for the period 1/1/2026 to 31/3/2026. No issues raised.

It was agreed to adopt the Internal Financial Officer Checklist drafted by the Clerk.

Minute 114469 **Correspondence**

(a) Email from MDDC containing Recycling Leaflet Annual Billing (uploaded to Facebook)

(b) Email from Silverton Football Club requesting permission to display any trophies they may win this year in the cabinet in the Dorothy Granger Room

RESOLVED the Parish Council supported the request – proposed by Cllr Chanter and unanimously agreed by a show of hands.

(c) Email from Silverton Football Club regarding proposed improvements to football field – these were noted and the Parish Council supported the proposed works in principle.

Minute 114470

Matters brought forward by the Chair

None

Meeting closed at 21.29.