

Minutes of the meeting of Silverton Parish Council
held Monday 1st June 2026 at 7.30 p.m. in the Silverton Community Hall

Present: Cllrs Ruth Harrison, Simon Hedges (Chair), Olivia Kennard, Peter Kidds, Gavin Donovan, Lewis Ward & Josh Wright (also District Cllr), Rhys Roberts

Liz Gilbert, Bill Croome & Ellen Cocking

Minute 114489 **Apologies for absence**

None

Minute 114490 **To note any declarations of interest:**

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

Minute 114491 **Meeting open to any questions from members of the public – 10 mins**

Mr Bill Croome informed the meeting the “Devon” flag needs re-hemming and the “Union Jack “ flag needs more substantial repairs. The Clerk confirmed she knew someone who was willing to look at the flags and carry out the necessary repairs if this was possible.

Mr Croome queried the progress on the Broad Oak timber. The Chair confirmed that the Broad Oak Committee had been disbanded and the Parish Council were now considering the way forward.

Liz Gilbert informed the meeting that problems were being experienced with putting up local notices on the Noticeboard in the Square as people from outside the village were taking public notices down and replacing them with their own. It was agreed that the possibility of replacing/improving the current noticeboard in the Square be an Agenda item for next meeting.

Ellen Cocking addressed the meeting in relation to the possibility of the Fire Engine House being used as a café. She had provided a Business Plan which had been circulated to Councillors prior to the meeting. She confirmed a café would be community based and would provide cold based food (sandwiches, cakes etc) and hot drinks. There were issues with regard to a water supply and she had completed an application for a water survey which requires the Clerk to sign if the Parish Council agrees. She confirmed she had seen a planning consultant who had confirmed the building was not listed but it will need a wildlife survey undertaken. The Chair explained that the information was not received in time for an Agenda item but we going to propose later in the meeting that a Committee be set up in order that members can meet more frequently. Cllr Wright queried if she had run cafes before and she confirmed she had worked in hospitality over the years but more recently she had worked in the research and customer elements sector. Cllr Kidd queried if she had any plans for toilets and it was confirmed that there would be possibly 12 seats in the café and toilet facilities would be provide. Cllr Harrison asked if she knew how the Spar felt about a cafe opposed the shop as they sell coffee. Ms Cocking confirmed she had not spoken to them and did not their views. Cllr Donovan asked when she anticipated the cafe would be opening and Ms Cocking indicated she hoped by Spring 2027.

Ms Cocking raised a query regarding access to the Little Rec whilst building works were being undertaken. It was pointed out that the Parish Council had a Lease over the land and would need to consent but ultimately the consent of the Richard's Educational Charity would also be required.

Minute 114492 **Discussion with County Cllr Steve Keable & District Cllrs Rhys Roberts and Josh Wright on any relevant issues**

County Cllr Keable had indicated he hoped to arrive by 8.00 p.m.

District Cllr Roberts pointed out that in relation to the Local Government Reorganisation a number of options had been submitted to the Government and its preferred way forward should be received by 15th/16th July.

New Local Plan – work had commenced on the New Local Plan this week with a 30 month time frame. The Consultation only runs to 10th July for issues to be put forward. The Chair confirmed the Notice relating to the consultation had already been uploaded to Facebook

There are new changes to planning procedures coming into force as a result of UK Government legislation, with the idea of streamlining it. The aim was to add 1.5m new homes nationwide. It comes into force from 30th September 2026. Planning decisions will be based on national criteria and will need to be ready to go to immediate appeal process if needed. District Cllrs will no longer be able to call in applications as they do now.

Cllr David Wolfe had been appointed Leader of MDDC and Cllr G Czapiewski as Chair of the District Council.

District Cllr Wright stated that pool pods were now available at the leisure centres and also some SEND facilities. There had recently been a Landlords' event covering the new law which is now in force for Landlords. The paddling pools in the district were now open.

Cllr Eveleigh raised a query of District Cllr Roberts in relating to the new planning rules and the effective these may have on Neighbourhood Plans.

Minute 114493 **To approve Minutes of the annual meeting held on the 11th May 2026**

RESOLVED the Minutes of the meeting dated 13th April 2026 be accepted as a true record. Proposed by Cllr Kennard. A vote was taken by a show of hands with 6 in favour and 2 abstentions by Cllrs who were not present at the meeting.

Minute 114494 **To approve the Minutes of an extraordinary meeting held 18th May 2026**

RESOLVED the Minutes of the meeting held on 18th May 2026 be accepted as a true record. Proposed by Cllr Kidds. A vote was taken with 4 in favour and 4 abstentions by Cllrs who were not present at the meeting.

Minute 114495 **To note the Minutes of the Annual Parish Assembly held 18th May 2026**

The Minutes of the Annual Parish Assembly held on the 18th May 2026 were noted. These will be approved at the 2027 Annual Parish Assembly.

Minute 114496 **Action Plan**

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

Traffic, Travel & Transport

113 – Road Warden Scheme – an Agenda item

124 – Pedestrian signs at each end of Upexe Road

County Cllr Keable confirmed he had not chased this matter.

125 – Speed at Ellerhayes

A site for the camera had been agreed and checks would be carried out in the near future.

126 – Dropped Kerbs at Applemede

County Cllr Keable confirmed an application had been submitted and he would make enquiries as to how its progress can be tracked. He informed the meeting that it was a shame that this matter had not been identified when the planning application at Applemede had been submitted as the cost may have been covered under this application.

If any further development takes place in the parish County Cllr Keable stated that the Parish Council must think any further item the parish may need.

131 – Bus Shelter

County Cllr Keable confirmed a Minor Safety Self-Assessment had been carried out for the proposed Bus Shelter on the A396 near the junction with Upexe Lane. Devon County Council had agreed to cover the cost of the southbound bus shelter but County Cllr Keable was not able to give any timescales for its construction.

After discussion it was RESOLVED the Parish Council apply for Devon County Council to provide a bus shelter on the southbound Upexe Lane bus stop. Proposed by Cllr Wright and unanimously agreed by a show of hands.

132(a) – Bus Bay outside The Meads

County Cllr Keable informed the meeting that there was a Scheme that had been agreed in principle and he would chase for an update.

132 (b) – Bus Timetable

A key for the timetable holder was sent to Cllr Wright but it had arrived in a ripped envelope with no key in. Cllr Wright is trying to obtain a replacement key.

Recreation Field

220 – Public Protection Order –

It was noted the Consultation had shown no negative responses and therefore it was anticipated the Order would soon be made.

222 – Potential community orchard on MDDC land in Recreation Field

No update at the current time.

224 – Bike Trail/Ramps in Rec

Cllr Kennard informed the meeting that Cllr Chanter had written to the youths but had not heard back as yet. She had also spoken to Broadclyst Parish Council and is meeting someone in the near future.

225 – Rospa repairs

No current update.

Square, Fore Street and High Street

238 – Planters, electricity etc.

241(a) – Fire Engine House – Signage

Cllr Kennard confirmed she is going to meet with Dave Wright in the near future to choose some wood which would be suitable for the sign.

214(b) – Fire Engine House as a Coffee Shop

With regard to relocating the current items in the Fire Engine House to storage at Roosters, it was noted that the Company appears to now be dissolved. Cllr Eveleigh confirmed he would make enquiries. It was also noted that when the Road Warden Scheme had been set up storage will be needed for the items required for the Scheme.

242 – Telephone box

No update.

320 – Transfer of Land to Parish Council

No update – awaiting a response from MDDC to the Parish Council's formal application. It was agreed the Clerk would seek confirmation from MDDC that the application had been received.

Admin, Finances and Miscellaneous

307 – Emergency Plan

It was agreed Cllr Ward will chase up Keywise and Thorverton Farm Shop for replies to the Clerk's original email.

The Clerk was awaiting a couple of responses from neighbouring parishes as to whether or not they agreed that, in an emergency, their facilities could also be used.

321 - Audio Visual for Dorothy Granger

The Clerk had taken advice from the Society of Local Council Clerks who had stated that the idea proposed was good. Anyone can ask to join the meeting virtually and the only pitfall they could see was that the Parish Council would need to manage who joins the meeting virtually. The Clerk reminded Councillors that they can join the meeting virtually but they must be present in the room personally in order to be able to vote. A "Virtual Meetings" policy would also need to be created.

After discussion it was RESOLVED that County Cllr Steve Keable, as County Cllr, be permitted to join Parish Council by Teams on a laptop. A vote was taken by way of a show of hands which was unanimous.

RESOLVED: the Parish Council considers prices for a screen that would support a private individual dialling in. If the cost is under the grant allowance the Clerk to apply for the grant and if successful proceed to purchase and instal the equipment with the agreement of the Silverton Community Hall. A vote was taken by way of a show of hands which was unanimous. Cllr Wright will obtain a quote(s).

Meeting opened to County Cllr Keable

124 – Not talked about that. Will rearrange.

125 – speeding at Ellerhayes – site agreed.

126 – Drop kerbs – application submitted. Shame not identified when planning at Applemede was agreed as this could have paid for it.

For any further developments, the Parish Council must think of any further items the village may need. County Cllr Keable will find out how to track its progress.

131 – Minor Safety Self-Assessment carried out. DCC will pay for it. Unable to give a timescale (Steve). Cllr Wright proposed that the Parish Council apply for DCC to provide a bus shelter on the southbound pexe lane bus stop. Unanimous

132(b) Bus bay outside The Meads – there is a scheme that has been approved in principle. County Cllr Keable will chase.

Minute 114497 **Planning**

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

(a) **Applications**

26/00655HOUSE – erection of a single storey rear and side extension and installation of 2 new window openings on the existing South elevation – Dolby Cottage, 19 Ellerhayes, Hele_

RESOLVED: the Parish Council supported the above application. Proposed by Cllr Harrison. A vote was taken by a show of hands with 7 in favour and District Cllr Wright abstaining.

26/00680/FULL – Erection of domestic outbuilding for use ancillary to new dwelling-house for purposes such as storage of a workshop – Land at NGR 295987 102080 South of Babylon Lane, Silverton

RESOLVED: the Parish Council supported the above application. Proposed by Cllr Ward. A vote was taken by a show of hands with 6 in favour and 2 abstentions.

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

(c) **Any other planning matters**

26/00578/PNAG – Prior Approval for the erection of a building for the harvesting and pressing, blending, bottling and tasting of wine – Land at NGR 297422 103438 North of Little Ford, Silverton - WITHDRAWN

Minute 114498 **Finance**

(a) Monthly invoices

- Mrs S Woodland – Clerk's wages/expense reimbursement - £762.60
- Mr D Marsden – Handyman's monthly invoice = £673.00

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

(b) Any other invoices received since date of agenda

None

(b) Other Financial Matters

(i) Little Rec improvements (requested by Cllr Kennard)

The responses of the Richard's Educational Charity prepared by Cllr Kennard had been uploaded to the Shared File prior to the meeting.

With regard to the supply of electricity outlets along the North wall of the Little Rec, the Charity was not keen for these to be supplied. Cllr Kennard confirmed this was due to the Parish Council only having a 12 month Lease.

The Chair proposed that he meets with the Charity to discuss some of the points raised. A vote to approve this was taken by a show of hands which was unanimous.

The Chair reminded the Council there were some S106 monies which will expire in October and he felt the Council could consider using these for the proposed picnic table and seats as these had been endorsed by the Charity

Lease of the Little Rec

Cllr Kennard confirmed there was nothing further to report at this point.

(ii) Update re Parish Council Public Liability Indemnity Insurance

The Clerk had reverted to Zurich who had reduced their quotation. The cost of a 1 year agreement was now £1,028.96 and a 3 year agreement £953.79. The cost of a 3 year agreement represented a 16% increase.

After discussion Cllr Kidds proposed the Parish Council accepted the 3 year quote. A vote was taken by a show of hands which was unanimous.

(iii) To note documentation has been submitted to External Auditor (PKF)

Noted

(iv) To note bank reconciliations for May 2026

The Clerk pointed out the reconciliations were in draft form as the bank statements were not available to download until the 2nd of the month.

Cllrs Harrison and Kennard signed the reconciliations as being a true record.

(v) To note 32 Day Notice Savings Account has been opened

The Chair proposed the Parish Council move a further £25K into the Savings Account which would make a total of £35k in the account . A vote was taken by a show of hands which was unanimous.

The Chair proposed the Parish Council authorise the Clerk and signatories to be able to move funds from one Unity Trust bank account to another as they feel appropriate. A vote was taken by a show of hands which was unanimous.

(vi) MDDC – Community Asset Transfer

Formal Application for the transfer of the public Car Park and land to the North of the Recreation field to the Parish Council had been submitted to MDDC.

Minute 114499 **Review of Policies**

- (i) Equal Opportunities
- (ii) Equality and Diversity
- (iii) Complaints Register

Drafts of the above policies had been circulated to Cllrs prior to the meeting with the Equal Opportunities and Equality and Diversity having been merged into one Policy. RESOLVED the draft Policies be accepted. Proposed by the Chair. A vote was taken by a show of hand which was unanimous.

Minute 114500 **Fire Engine House update (re possible provision of a water supply and reinstatement of an electricity supply**

RESOLVED that the water supply application provided by Ellen Cocking be considered at a later date. Proposed by Cllr Kennard. A vote was taken by a show of hands which was unanimous

Minute 114501 **Review of Working Groups and Action Plan Leads**

With regard to the Fire Engine House Committee, the Chair had drafted a Charter to be considered by the Committee in due course. Originally he had thought of a Working Group but the Clerk had pointed out this cannot make formal decisions and recommendations have to go back to the Parish Council for approval. Therefore it seemed sensible that a Committee be formed when Minutes of meetings will be taken and decisions can be made by that Committee.

Cllr Wright queried whether the proposal could be opened out to other interested parties. He said he had concerns that the market will be diminished if people realise car parking could be a problem. There was also the of storage in the building to be considered.

The Chair pointing out no-one else had come forward with a proposal, and inviting others would delay and complicate matters, and this was accepted. Whether or not the project is financially viable is not the Parish Council's main concern. The Parish Council's primary interest is the Fire Engine House and not whether or not the business succeeds. Concerns about parking in the square were also raised.

RESOLVED: to set up a Committee to point out the negative thoughts as well as those which are positive. Proposed by the Chair. A vote was taken by way of a show of hands which was unanimous.

The Fire Engine House Committee to consist of: Chair, Cllr Kennard, Cllr Harrison & Cllr Donovan. Cllr Harrison would be the chair. The Clerk will attend to take Minutes.

RESOLVED that the monthly meeting be extended for 10 minutes. Proposed by the Chair an unanimously agreed by a show of hands. .

Minute 114502 **Road Warden Scheme update (to consider DCC Road Warden Scheme Agreement)**

Cllr Ward confirmed he would be happy to be trained as a Road Warden but this could be an issue depending on timing. Mr Foster was also happy to undergo training. Cllr Ward will check the dates of training and update at the July meeting with proposals for who should attend which training sessions

Minute 114503 **To consider timing of Parish Council meetings with a view to possibly changing to date of the meeting**

After discussion it was agreed that Councillors would consider possible days and the item to be further considered at the July meeting.

Minute 114504 **Correspondence**

- Road Closure Notice – 11th August 2026 – High Street, Silverton – repairs to defective manhole cover
- Community Conversation online event by Devon & Somerset Fire & Rescue Service is to take place on Friday 12th June at 12 Noon.

Minute 114505 **Matters brought forward by the Chair**

None

Meeting closed at 21.45