

## **Tuesday 4<sup>th</sup> June 2024**

**13719. UNCONFIRMED** minutes of an ordinary meeting of the Silverdale Parish Council (PC) held on Tuesday 4<sup>th</sup> June 2024 at 7pm at the Silverdale Village Institute, Spring Bank, Silverdale.

**13720. Present:**

Chairman: T. Bond (Terry)  
Vice-Chairman: J. Bennett (John)  
Parish Councillors (Cllrs): S. Fishwick (Sarah), K. Reed (Keith), E. Unsworth (Liz),  
A. Houghton (Tony) *arrived 8:45pm at item 13732 j)*  
Lancaster City Cllr: A. Greenwell (Alan)  
Clerk: L.D. Challenor (Denise)  
Deputy Clerk: K. Lambert (Katie)  
Members of the Public: 1

**13721. Apologies for Absence** – Cllr J. Webster, Cllr I. Fisher, Police Sergeant L. Brown due to operational demands and County Cllr P. Williamson due to her chairing the Preston Regeneration Board meeting which overran but did want to note that she has an update for residents of Rock Villas.

**13722. Declarations of Members' Interests** – none

**13723. Approval of the Minutes from the Previous Silverdale PC Meeting** – amendment to planning minute item **13706 a) i** as the transport management for the Coastal Path access was not submitted as part of the PC's concerns. The minutes of the annual PC meeting held at the Silverdale Village Institute on Tuesday 7<sup>th</sup> May 2024 were then **APPROVED** by Cllrs and passed to the Chairman for signing.

**13724. Matters arising from the Minutes of Previous Meetings, not Covered by the Agenda:**

- a) **13679 b) i defibrillator site at The Green** – matter still ongoing with Cllr Bond as he has been unable to meet with the resident recently to discuss.
- b) **13684 dog waste bags** – following conversations with the supplier, the bags do start to decompose after a year and so it has been suggested they need to be purchased in smaller quantities. They have donated a box to the PC that are further wrapped in bundles of 50 which may be an additional solution. Cllr Houghton has collected the donation and distributed to the relevant PC members who refill the dispensers to test.
- c) **13705 i) Lancashire CC weed-spraying agreement with City CC** – still not received, the matter to be followed up with County Cllr Williamson.
- d) **13706 a) i. Cove House planning application** – both Cllr Unsworth and Cllr Fishwick noted the comments on the application by the Lancashire and South Cumbria Integrated Care Board (ICB) regarding the Ash Trees surgery provision in Silverdale *'the physical constraints of the existing sites mean that the current premises cannot be extended and opportunities to re-configure existing space to accommodate current growth have already been undertaken. The existing premises could not therefore accommodate the growth generated from this proposal.'*
- e) **13790 letter to Ash Trees Surgery inviting them to a public meeting on 25<sup>th</sup> June** – the letter was sent by the Clerk on 21/04 and as yet no response has been received. Cllr Bond to take the matter forward to try and gain a response as the Gaskell Hall booking will need to be cancelled if they are unable to attend. To note, City Cllr Greenwell has also written to the practise on a separate issue and he too has received no communication from them.

**13725. Report of Relevant Matters from Police Sergeant (PS) L. Brown** – whilst PS Brown was unable to attend the meeting, he did email the following on matters affecting Silverdale since May:

- a) **14 reported incidents** - 6 crime related, 3 public safety and 5 administrative. The crimes included 1 blackmail, 2 domestic assault, 1 damage to the bike racks at Leighton Moss, 1 damage to St John's Church window, 1 burglary at the Co-op (*early hours of Monday morning, two offenders have kicked the door gaining access making off with property – enquiries are ongoing*).

**13726. Report of Relevant Matters from Lancashire County Council (CC) from Cllr Phillippa Williamson** – none available.

Signed:..... Date:.....

**13727.** Report of Relevant Matters from Lancaster City Council (CC) from City Cllr Alan Greenwell – thanks given to City Cllr Greenwell for his attendance at the meeting to give the following verbal report:

- a) *New Mayor* – a Green Party member, Cllr Abi Mills has officially donned the robes to become a new mayoral team alongside her son as Deputy, Cllr Hamish Mills. During her mayoral year, the charities she has chosen to support will be Citizens’ Advice North Lancashire and Smile for ME. She is also Chair of Trustees of Lancaster District Green Spaces (<https://lancastergreenspaces.org>) which mentions no green spaces in the district north of the Carnforth Canal play area, something Cllr Greenwell will look to change. On 23/05 Cllrs received notification of a survey currently being conducted about green spaces, Cllr Reed will look to complete on behalf of the PC. Cllrs also noted promotional posters about the survey have appeared on the entrance to playground to encourage resident participation.
- b) *Dangerous corner by entrance to Cove House* – Cllr Greenwell has raised this with Highways, via County Cllr Williamson, as his attention keeps getting drawn to this dangerous junction just outside the Abbeyfield entrance. If you are leaving the village along Cove Road, 100yds short of the junction, the speed limit goes from 20mph to 30mph. Then you come to a sharp corner, a blind corner, leading on to a narrow road, down which caravans, buses and Holgate pedestrian’s travel. Together with the proposed development and the promotion of the Coastal Path there are so many reasons why this junction needs addressing before a serious or fatal accident occurs.
- c) *Heysham Power Station* – following attendance at the consultative committee last week, Cllr Greenwell has learnt that the two units are due to end generation in 2026 and 2028 respectively. This will not however, affect employment levels for a number of years as the site may be used for several small nuclear plants being developed by Rolls-Royce and others.

**13728.** Matters Raised by Members of the Public for Future Consideration – a member of the public raised the following concerns:

- a) *Emergency plan* – does the PC have a workable emergency plan? Has there been a trial run? Were the outstanding works on the generator exhaust ever completed? Has the generator been started recently? Who do the cones around the generator belong to? **Cllrs confirmed there is a plan in place which Cllr Unsworth is currently revising. Cllr Bennett confirmed the generator had been run two weeks ago and started with the first turn of the key. Cllrs asked the resident to email the Clerk with all the concerns and the PC will respond accordingly.**

**13729.** Verbal Reports from any Meetings of Relevance Attended by Members, or the Clerk, Circulated Before the Meeting and Not Listed Elsewhere in the Agenda:

- a) 20/05 – a Zoom meeting regarding migration of Cllr emails
- b) 22/05 - *National Landscapes (formerly AONB) Executive Committee meeting* – Cllr Reed was in attendance; they now have a new member of staff for planning matters and discussed the forthcoming legislative amendment that will change the purpose of a National Landscape from ‘have regard for’ to ‘seek to the purpose’ which will give powers to public bodies to further protect the landscape. They will now be looking into updating the management plan, of which Cllr Reed will be part of. Cllr Reed was also asked to give an update on what the PC are currently involved with, mentioning the projects such as the bus timetable review, the new public toilets, the beta project bid for a communal ground sourced heat pump, the CEF bid for consultants to looking into future transport consultants, to which the committee members were in awe.
- c) 22/05 - *LALC’s Lancaster Area Forum* – Cllr Bond was in attendance alongside around twelve other Parish and Town Councils. There was a presentation from Trading Standards and National Highways followed by an open forum. Again, other Councils were impressed with the work the PC are currently undertaking and their approach to issues within Silverdale. Cllr Bond to share with the group the planning matrix currently being used to assist with comments on applications.

**13730. Planning Matters:**

- a) The following planning applications were dealt with under the provisions of Standing Order 25:
  - i. 24/0079/TPO: 54 Emesgate Lane (emailed 01/05) – re-pollard Sycamore (T1), reduce x3 Yews (G1).  
**Support**
  - ii. 24/00298/FUL: Land between 31 & 33 Emesgate Lane (emailed 07/05) - erection of a dwelling (C3) and associated access. **Support with concerns**
- b) The following planning applications were considered - none

**13731. Clerk's Report of any Action Taken Under the Provisions of Standing Order 25 (other than consideration of Planning Applications):**

- a) 11/05 – report of a blockage in the Men's toilets and a possible a leak. Cllr Bennett attended alongside PC Contractor, D. Wain and cleared the drains which took nearly 3 hrs and was caused mainly by paper towels.
- b) Report of a tree down in Burtonwell. Cllr Bond instructed D. Wain to clear.

**13732. Finance:**

- a) For the monthly check of monies, a bank statement was given to Cllr Unsworth who verified the following receipts into and balance on the Current Account:
  - i. £25,39 & £36.83 (EDF rebate)
  - ii. £57,000 (transfer from Santander Deposit Account to the Current Account)
  - iii. £132,690.99 to be the balance on the Santander Current Account
  - iv. £40,000 to be the balance on the new Skipton Savings Account on 22/05/24
- b) The payments to the following accounts were approved and required cheques signed:
  - i. EDF Energy (toilets) - £18.00 **BACS**
  - ii. EDF Energy (clock) - £10.00 **BACS**
  - iii. Water Plus (toilets) - £48.01 **BACS**
  - iv. Great Oaks Tree Services Ltd (playground contractor May) - £1,038.00 **CHQ: 622591**
  - v. Thomas Graham & Sons Ltd (toilet sundries) - £134.96 **CHQ: 622592**
  - vi. D. Wain (tree works) - £995 **CHQ: 622593**
  - vii. J. Bennett (reimbursement for replacement parts for toilet tank & flush system) £70.99 **CHQ: 622594**
  - viii. Silverdale Parish Council (transfer to Skipton BS) £70,000 **CHQ: 622595**
  - ix. D Wain (PC Contractor) - £138 **CHQ:622596**
- c) *Skipton Community Saver* – it was noted that the new saving account is now open, Cllrs **AGREED** to authorise a further cheque to transfer an additional £70,000 of PC funds from the Santander current account.
- d) *Audit matters* - it was noted that the 2023/04 accounts have now been sent to the External Account and that the period for Public Inspection will run from the 05/06 to 14/07.
- e) *Electricity contract* – the PC's 3-year fixed term energy contract with EDF is due to end on 04/07. The following renewal quotation was emailed to Cllrs for consideration on 24/05 - Standing Charge to rise to £0.60 per day with a unit rate of £0.268 with a 1-year contract, £0.257 with a 2-year contract and £0.248 with a 3-year contract. Cllrs **AGREED** to a fixed rate contract for 2 years.
- f) *Charity Annual Return* – it was noted that the Annual Returns for the financial period ending 31/03/2023 have now been submitted for Silverdale Children's Playground 521323; Public Watering Places 500269 and Public Quarries 500270.
- g) *CEF round 2 funding application* – it was noted that the PC's application has now been submitted and will be considered by the Northwest Net Zero Hub Board in the week commencing 24/06.
- h) *New Cllr training* – it was noted that Cllr Webster is to attend a 2-hour Zoom training session for new Cllrs on 03/07 at 7pm. Cost £35.
- i) *Neighbourhood Watch funds* – the organisations bank is wanting to close the organisation's account due to its inactivity since 2019. An email has been received for the PC to 'take-on' these funds. Further clarification needed before the funds can be accepted.
- j) *PC emails* – following Cllr Unsworth's diligent search to find technical IT support for PC emails, looking into several consultants in the area, iTEK Computer Solutions, based in Staveley have provided a quotation to both migrate the PC email account to a Microsoft 365 connection and new server and provide continual support going forward.

The cost would be £700 plus a monthly ongoing cost of £94. Cllr **AGREED** to accept the quotation as the need to have a secure, reliable emailing system is paramount. The firm's clients base includes Kendal Town Council and the Porche garage, whom Cllr Unsworth contacted for a reference and were very happy to recommend.

**13733.** Correspondence - receipt of the following items of correspondence were noted:

- a) Rural Services Network Bulletin (*emailed 03/05 & 09/05*).
- b) RSN Rural Funding Digest & Government Consultations (*emailed 09/05*).
- c) Lancashire CC Trading Standards newsletter (*emailed 03/05*).
- d) Children of late Silverdale resident, B. Hodkinson, write to offer a donation of a memorial bench, ideally near Gaskell Close if possible (*emailed 17/05*). **Cllrs AGREED there is space near the Millenium clock for an additional bench however as there is already a historical one in situ, the bench outside the Co-op could be moved to look in keeping and replaced with a new bench.**
- e) Lancashire Community Orchard Grant Team offer a grant for five fruit trees plus stakes etc. to create a community orchard (*emailed 17/05*). **Cllrs AGREED to look into suitable sites and apply if possible.**
- f) Morecambe Bay News (*emailed 17/05*).
- g) A warning that the BT PSTN network switch off is a heading closer and for all UK business and charities throughout the UK in 2025 now is the time to move to VoIP (*emailed 23/05*).
- h) NALC have launched a new survey on Cllr allowances. The Councillor Allowances Survey aims to gather further information on the Parish Basic Allowances and dependents' carers' allowances in local parishes. (*emailed 23/05*).
- i) Two complaints about fines for small periods of parking on The Shore (*emailed 23/05*). **Cllr Fishwick raised a concern at the number of such emails being received.**
- j) Lancashire CC writes offering a £500 Public Rights of Way (PRoW) Grant and a £300 Biodiversity Grant for the coming year (*emailed 23/05*). **Cllrs AGREED to apply for the PRoW grant as there are a number of signs and waymarkers that could be improved. The Streetscape Working Group to investigate. As there is still a significant amount left to spend of the 2023/24 Biodiversity grant (circa £200), the PC AGREED that an application would be unnecessary this year.**
- k) An invitation to the members of the PC to visit the Masonic Hall Open Day on 29/06 (*emailed 28/05*).

**13734.** Playground Matters – Cllr Bennett circulated a report to Cllrs ahead of the meeting which detailed the following points:

- a) *Urgent actions taken* – on 02/06 broken glass was reported on and around the area of the slide and at the top of the playground. PC Contractor was immediately onsite and cleared what appeared to be broken bottles. Cllr Bennett then attended to check the area was safe to use.
- b) *New issues noted on the Parish Contractor's weekly inspections or City Council reports* – wet and warm weather conditions are causing faster than average growth of the grass. It may be necessary to increase the frequency of cutting if this continues in order to keep the playground conveniently usable. This is being monitored and if considered necessary the Clerk will be asked to arrange a re-scheduling of the cutting arrangements.
- c) *Ongoing issues* – the fitting of the new steps to the toddler unit was delayed due to the wet weather conditions. This has now been rescheduled for early June.
- d) *Wet-pour surfacing* – Cllr Unsworth noted that there are a number of cracks appearing in the soft-surfacing, particularly by the junior slide. Cllr Bennett to look into the matter.
- e) *Grass cutting* – at the time of the meeting the grass had still not been cut and was now quite long in the playground. The Clerk to chase up with the Playground Contractor to find out when it is next scheduled.

**13735. Working Groups (WGs) and Streetscape Matters:**

a) *Public toilets:*

- i. **Plan submission 24/00216/FUL** -despite the PC's best efforts to submit the additional reports requested at the eleventh hour, the authority failed to make a decision by the determination deadline of 19<sup>th</sup> April and have subsequently asked for an extension of time, to which our Architect advised we accept. Planning also advised that despite it being a very small, simple and non-contentious application, it would have to be referred to the full City Council Planning Committee for decision, which is disappointingly looking likely to be mid-July at best.
- ii. **Wastewater system operated by Lancaster CC** – Cllr Bennett has emailed to Cllrs a detailed, 3-page report for consideration on the PC's position following the discovery of two documents from 2014 detailing contractual information about the terms and conditions of use on which Lancaster CC provides and operates the wastewater system from a resident of Gaskell Close. Cllrs **AGREED** to escalate the issue, with Chief Executive M. Davies and Estates Surveyor A. Wood, together with the Levelling Up team to find a resolution as it is now more than 5-months since the PC first sent a detailed enquiry.
- iii. **Next stages of work** –a Building Regulation specification for the project has now been drafted and is awaiting review. Once finalised it will then be sent to suitable organisations who will be invited to propose a cost for both the initial assessment and approval of the proposed building regulation matters. They would then be responsible for inspecting and approving the work at various stages of completion, and finally the issuing of a formal Completion Certificate. A Tender document to invite suitable Contractors to quote for the construction works is also being drafted in order to comply with the procurements policies of the Levelling Up grant.

b) *Improvements to Mobile phone signal* – Cllr Bennett received an email today from Clarke Telecom's Acquisitions Surveyor confirming that whilst an application has been submitted; additional ecological survey and LVIA (*Landscape and Visual Impact Assessment*) to support the application are still required. Cllr Bennett has still not received a copy of the submitted application or confirmation of the size of the mast they are planning.

c) *Net-Zero Carbon* – notes have been circulated to Cllrs for consideration. One of the main points to note was that the planned zero carbon fair 'Save Energy, Save Money' is to be postponed until next year as the WG felt uncomfortable steering residents to certain energy 'solutions' which may not be appropriate. It was agreed that by next year the WG should have enough information to be more confident in introducing technologies and potential solutions appropriate to various areas of the village.

d) *Footpaths* – Cllrs discussed whether to apply to the Arnside & Silverdale National Landscape for a grant to cut back overgrown verges on the route from the village to the railway station, in order to create a safer area for pedestrians accessing the network of footpaths and the village along a national speed limit road. Cllrs **AGREED** this job is now major works as it has been poorly maintained for a number of years, to which a grant from National Landscapes would not come close to covering the costs for. The Transport WG to press Cllr Williamson for the verge cutting agreement made with City Council and to arrange a meeting with them both to discuss its management.

e) *Transport - proposed revised (interim) 51 bus timetable* – following on from a meeting on 05/03, the Enhanced Bus Partnership Manager from Lancashire CC has emailed an interim timetable to better connect the service with trains at Silverdale station whilst reviewing some longer-term timetable and operational options which they hope to consult with the PC on later this year. Cllrs have reviewed the proposals together with a resident who has extensive experience in this arena and have agreed an interim timetable. Cllr Unsworth has asked that they advise the PC in advance of when these changes will come into effect so the community can be informed as soon as possible.

**13736. Contractor Tenders for 2024 through to 2026 – the following tenders were received and considered to begin as of 18/06 and to run for the next 2-years;**

a) *Parish Contractor* – one application was received from the current PC contractor, D. Wain, for 200 hours per year at £25 per hour. Cllrs **AGREED** to accept the application and for D. Wain to continue in the role at PC Contractor.

- b) *Playground Ground Maintenance* – two applications were received, one from the current contractor, Great Oaks Tree Services Ltd, for £10,960+VAT per year for 32 cuts and one from First Cut Grounds Maintenance Ltd, for £8,960+VAT per year for 32 cuts. Cllrs **AGREED** to accept the application from First Cut Grounds Maintenance Ltd given the significant cost saving.
- c) *Grass Cutting at St John’s Avenue & Woodwell* – three applications were received: one from the current contractor, Great Oaks Tree Services Ltd, for £1,420+VAT per year for 15 cuts, one from First Cut Grounds Maintenance Ltd, for £845+VAT per year for 15 cuts and once from D. Wain for £1,920. Cllrs **AGREED** to accept the application from First Cuts Grounds Ltd.

**13737.** Adoption of ‘The Civility and Respect Pledge’ Proposed by the Chair of City Council’s Standards Committee, Cllr H. Mills – as the PC have a workable Code of Conduct in place already, Cllrs feel this new ‘pledge’ does not appear to be of significant benefit to warrant the additional costs for training and implementation. Cllr Bond to put to Cllr H. Mills to attend the next LALC meeting to discuss.

**13738.** Items for Information:

- a) Bay Search and Rescue have emailed the PC for permission to put up additional signage warning of the dangers of the sands in response to the significant number of call outs recently.
- b) There are a number of road closure notifications, PC to ensure the Co-op are aware as it may impact deliveries.

**13739.** Suggestions for Future Agenda Items - none.

**13740.** Date and Time of Next Parish Council Meeting – the next meeting of the Parish Council will be on **Tuesday 2<sup>nd</sup> of July 2024**. Items for the agenda and copies of reports to be with the Clerk **before Sunday 23rd June 2024**.

