

**Tuesday 7<sup>th</sup> May 2024**

**13690. UNCONFIRMED** minutes of the annual meeting of the Silverdale Parish Council (PC) held on Tuesday 7<sup>th</sup> May 2024 at 7pm at the Silverdale Village Institute, Spring Bank, Silverdale.

**13691. Present:**

Chairman: T. Bond (Terry)  
Vice-Chairman: J. Bennett (John)  
Parish Councillors (Cllrs): I. Fisher (Ian), S. Fishwick (Sarah), A. Houghton (Tony),  
K. Reed (Keith), E. Unsworth (Liz)  
Lancaster City Cllr: A. Greenwell (Alan)  
Police Sergeant (PS) Lancaster & Morecambe: L. Brown (Lindsay)  
Clerk: L.D. Challenor (Denise)  
Deputy Clerk: K. Lambert (Katie)  
Members of the Public: 3

**13692. Election of the Parish Council Chairman** – Cllr Unsworth proposed the continuation of Cllr T. Bond as Chairman, seconded by Cllr Reed. No further nominations were received, Cllr Bond accepted the position for another year. The Clerk witnessed the signing of the Declaration of Acceptance of Office.

**13693. Election of the Parish Council Vice-Chairman** – Cllr Unsworth proposed the continuation of Cllr J. Bennett as Vice Chairman, seconded by Cllr Reed. No further nominations were received, Cllr Bennett accepted the position for another year.

**13694. Apologies for Absence** – Cllr J. Webster due to annual leave and County Cllr P. Williamson due to her attendance at a meeting involving the Eden Project.

**13695. Declarations of Members' Interests** – Cllr Houghton declared a non-pecuniary interest in Correspondence items **13705 c) and h)**.

**13696. Approval of the Minutes from the Previous Silverdale PC Meeting** – the minutes of the ordinary PC meeting held at the Silverdale Village Institute on Tuesday 2<sup>nd</sup> April 2024 were **APPROVED** by Cllrs and passed to the Chairman for signing.

**13697. Matters arising from the Minutes of Previous Meetings, not Covered by the Agenda:**

- a) **13544 f) i.** - *Cllr Houghton's emails* –still not receiving all the emails and Cllr Bennett is also having issues. Cllr Unsworth to contact J. Lungley who has been assisting with the new PC website to see if he can take on the role of managing the emails without the Cllr's having to lose their historic data.
- b) **13674 c), i.** – *repairs to 19 Acre Lane* – no update received as yet from County Cllr Williamson, Cllr Bennett to pursue the matter.

**13698. Report of Relevant Matters from Police Sergeant (PS) L. Brown** – thanks given to PS Brown for his attendance at the meeting to give the following verbal report on matters affecting Silverdale since March:

- a) *10 reported incidents, 3 crimes* – 1 discovery of human remains on Cove Road beach (*recovered and are still pending DNA testing and forensic anthropology. Generated a lot of interest and enquiries, there will be a media release when an identity has been found*). 2 parking issues on Storrs lane (*officers attended and found a significant number of dangerous parking, 3 vehicles were recovered which should have sent a strong message*), 1 road traffic collision (*no injury*), 1 damage to a vehicle and 1 theft of property (*in daylight on Hollins Lane, window smashed and ruck sack stolen*) 1 harassment, 1 suspicious activity (*around a campervan when resident away. Security light came on, neighbour reacted quickly and turned on their lights and potentially prevented a crime*). 1 lost property and 1 reported attempted burglary on Gaskell Close.
- b) *Police presence over the Bank Holiday weekend* – no incidents of dangerous parking were noted when patrols were in the area however residents have commented to Cllr Fishwick that they have noticed the police presence and were grateful for it.
- c) *Motorcross bikes across the sands* – Cllr Houghton has noticed a number of motorcross vehicles crossing the sands from Morecambe at incredibly high speeds.

**13699. Matters Raised by Members of the Public for Future Consideration** – a member of the public raised the following concerns:

- a) *Flooding on Lindeth Road outside Rock Villas* – residents are in desperate need of assistance to try and get a solution to the issue that has been raised a number of times over the past few years. Highways have been out, there is a broken drain but that is where the investigation appears to have stopped. It is a major issue and dialogue is needed between County Council and the residents to move the issue forward. **Cllr Greenwell has offered to take the matter forward with Cllr Williamson.**

**13700. 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) *Trains from Silverdale station* – whilst pleased to report they had at least started to run again on the 22<sup>nd</sup> April, the usual level of cancellations and late arrivals continue to plague the service. Additional disruption is also expected due to action called by ASLEF, with no trains at all running on the 9<sup>th</sup> May.
- b) *Lindeth Close* – there are a number of issues within the grassy area where the sewage treatments plants are that have been reported to City Council by both City Cllr Greenwell & Cllr Bennett which have yet to receive attention. Cllr Greenwell will be continuing to follow up the matter.
- c) *The retrospective planning application from the car park at The Shore* – following requests by residents who wished to address the Planning Committee, the retrospective planning application will now be on the main planning agenda rather than on the delegated list. The item has not appeared on the Agenda for the next meeting on the 28<sup>th</sup> May, however it will more than likely will be on the next agenda for the meeting on the 24<sup>th</sup> June.
- d) *Culture in Silverdale* - the Cabinet member for Culture gave a report to the City Council which gave no mention of anything happening outside of Lancaster & Morecambe. Cllr Greenwell highlighted the cultural events within Silverdale from the Silverdale Players, the Silverdale Renaissance, the Arts Trails, and she has agreed to rectify this going forward.

**13701. Report of Relevant Matters from Lancashire County Council (CC) from Cllr Phillippa Williamson** – none available.

**13702. Election of Members of Committees and PC Representatives to External Organisations**

- a) *Working Groups*

<b>Policies, Standards, Procedures, Regulations, Health &amp; Safety, Tender Documents, Charities, Deeds:</b>	J. Bennett T. Bond L.D. Challenor
<b>Public Toilets:</b> <i>(replacement/refurbishment &amp; any additional facilities)</i>	J. Bennett I. Fisher K. Reed
<b>Children’s Playground:</b>	J. Bennett L. Unsworth
<b>Transport &amp; Access:</b> <i>(parking, traffic management, future village transport, the bus service, cycling, the Rights of Way network)</i>	S. Fishwick K. Reed L. Unsworth <b>Plus co-opted members:</b> J. Sneyd <i>(RSPB)</i> S. Stalker & C. McCoy <i>(NT)</i> L. Barron <i>(National Landscape)</i> L. Arthurs <i>(Leighton Hall)</i> J. Turner <i>(Natural England)</i> T. Houghton <i>(Landowner)</i>

<b>Streetscape:</b> <i>(clock, benches, bins, notice boards, signposts, street decs, footpath Rights of Way infrastructure &amp; maintenance)</i>	J. Bennett S. Fishwick J. Webster
<b>Planning:</b>	I. Fisher S. Fishwick K. Reed
<b>Highways Maintenance:</b>	J. Bennett T. Houghton
<b>Parish Council Website:</b>	T. Bond L. Unsworth J. Webster
<b>Woodland Management, Wells, Quarries &amp; Other PC Owned Sites:</b>	T. Bond I. Fisher
<b>Net Zero Carbon:</b>	T. Houghton K. Reed L. Unsworth <b>Plus co-opted members:</b> C. & A. McCoy A. & J. Greenwell

b) *PC Representatives (Liaison & External Meetings)*

<b>GDPR (data protection):</b>	J. Webster
<b>Arnsdale &amp; Silverdale National Landscape:</b>	K. Reed
<b>National Trust:</b>	T. Bond
<b>Neighbourhood Watch:</b>	J. Webster
<b>RSPB:</b>	T. Bond
<b>Morecambe Bay Partnership:</b>	L. Unsworth
<b>Mansergh Apprenticeship Trust:</b>	L. Unsworth
<b>Lancashire Association of Local Councils (L.A.L.C Area Committee):</b>	T. Bond
<b>Lancaster &amp; Area Sustainable Transport Forum:</b>	K. Reed
<b>The Silverdale Village Institute:</b>	T. Bond
<b>Friends of Silverdale Station (F.O.S.S):</b>	T. Houghton L. Unsworth
<b>Public Communications:</b>	L. Unsworth J. Webster
<b>Community First Responders:</b>	T. Houghton
<b>Trowbarrow:</b>	I. Fisher

**13703.** Verbal Reports from any Meetings of Relevance Attended by Members, or the Clerk, Circulated Before the Meeting and Not Listed Elsewhere in the Agenda – none.

**13704.** Adoption of ‘The Civility and Respect Pledge’ Proposed by the Chair of City Council’s Standards Committee, Cllr H. Mills - Cllrs **AGREE** that in principle it appears that it could improve the current code of conduct but given the significant length of the document they need to fully understand the implications before making the commitment. Cllrs **AGREED** that a Zoom meeting with the Committee would be beneficial to alleviate some of the ambiguities. City Cllr Greenwell agreed to take the matter forward to organise.

**13705.** Correspondence - receipt of the following items of correspondence were noted:

- a) Rural Services Network Bulletin (*emailed 05/04 & 10/04*).
- b) Lancashire Trading Standards (*emailed 05/04*).
- c) A visitor writes to complain about a parking fine received for going onto The Shore and explains the circumstances (*emailed 02/04*) – **The Clerk responded to say whilst sympathises, it is a private car park and therefore not a PC matter.**
- d) A resident writes for help with an abandoned vehicle outside his house (*emailed 09/04*) – **vehicle was later found not to be abandoned.**
- e) Agenda for Lancaster Area Committee meeting on 22<sup>nd</sup> May (*emailed 10/04*).
- f) Parish Online newsletter (*emailed 15/04*).
- g) The Rural Bulletin (*emailed 16/04 & 23/04*).
- h) A letter regarding the problems with parking on The Shore car park (*emailed 22/04*).
- i) Details of County Council’s weed treatment spraying plan - Silverdale w/c 10th June and 7th October 2024. (*emailed 22/04*) – **PC to request for a copy of the cutting and weed spraying agreement between County and City Council so as to ensure it is being adhered too and that Silverdale is getting its fair apportionment.**
- j) Wray PC emails to ask other PC’s opinion regarding the changes to the timescale of the new LCC Local Plan (2020 -2031) as they are concerned it may open a floodgate of planning applications (*emailed 25/04*) – **as Silverdale is covered by the AONB DPD, of which Cllr Reed had had assurance that new sites within would not be considered, Cllrs **ARGEED** that the changes should not have any immediate impact for Silverdale and therefore should refrain from comment until further details are known.**
- k) Morecambe Bay Partnership news (*emailed 25/04*).
- l) Fire and Rescue Hot topics (*emailed 25/04*).
- m) Clerk & Council’s Direct publication.
- n) The organisers of the Silverdale Field day write to ask to use the Emergency Plan walkie talkies for the event. **Cllrs **AGREED** to their use as it would be a good opportunity to test their functionality. Cllr Bennett to charge and distribute to the organisers.**
- o) A resident writes about the possibility of the Post Office closing before the end of the year and urges the PC to participate in the move to keep it in the village (*emailed 29/04*) – **Cllr Bond to draft a response to say that whilst the PC are happy to offer its support to help facilitate the discussions of a community group, given their current commitments they cannot undertake the orchestrating and administration.**
- p) A resident writes to ask for support and help for a group wishing to provide a sensory space for children with special needs; to be called the SEND Den (*emailed of 26/04*) – **the PC cannot offer financial support as the centre is to be based in Carnforth, they do agree it seems a worthwhile project**  
<https://www.crowdfunder.co.uk/p/the-send-den-1>.

**13706.** Planning Matters:

- a) The following planning applications were dealt with under the provisions of Standing Order 25:
  - i. *23/01409/FUL: Cove House, Cove Road (emailed 05/04)* - demolition of existing service area single storey accommodation unit, erection of two storey extension to provide new service area and two replacement care home bedrooms, new supported living unit comprising of ten dwellings and associated communal space, alterations to car park and access. **Support with concerns (aesthetics of design plus transport management for the Coastal path access).**
  - ii. *24/00359/FUL: Wood End, Woodwell Lane (emailed 05/04)* - demolition of existing garage and erection of a two-storey outbuilding, extension to kitchen including erection of second storey above, replacement of roof, windows and doors. **Support with concerns.**

- iii. 24/0069/TPO: land adjacent to Cove House/ West of Cove Orchard , Cove Road (emailed 12/04) - fell x2 Corsican Pine, crown reduction of x4 Corsican Pine and x1 Beech. **Support.**
  - iv. 23/01244/FUL (amendment): barn at OS Grid Ref.E346558 N474927, Stankelt Road (emailed 15/04) - demolition of an existing barn and erection of a new dwelling (C3). **Support with concerns.**
- b) The following planning applications were considered:
- i. 24/00471/FUL: Sunnyhurst, Emesgate Lane (emailed 24/04) - demolition of existing garage and porch, erection of a 1.5 storey side extension and rear single storey extension, construction of a replacement roof incorporating rooflights and dormer extensions to the front and rear and construction of an area of hardstanding at the front. **Support with concerns – whilst an improvement on initial application there are still areas of concerns, particularly the lack of a landscape plan.**
- c) Appearance of galvanised steel bars on boundary wall at property on Stankelt Road – Cllr Bond to seek the opinion of Planning as does change the appearance of the wall and Cllr Bennett to liaise with the owner as to the purpose of the bars long term.

**13707.** Clerk’s Report of any Action Taken Under the Provisions of Standing Order 25 (other than consideration of Planning Applications) – a week before the ‘Determination Deadline’ for the public toilet planning application, H.M Architects received a requirement from the Arboriculture Officer at City Council to provide a site assessment of the extent of the root spread of the Yew tree located in the adjacent site to the rear of the toilet block. To avoid delay to the planning application, D. Bold who provided the original Arboriculture report for the application, was instructed to carry out the necessary work and produce a supplementary report. To enable this to be done before the applications determination date of the 19<sup>th</sup> April, the PC Contractor, D. Wain was instructed to excavate the necessary trial holes under D. Bold’s supervision, then refill once the assessment was completed. D. Bold has submitted an invoice for £250 and D. Wain for £276 to cover the works. Both invoices will be fully reimbursed from the ‘Professional Services’ element of the REPF Levelling Up grant.

**13708.** Working Groups (WGs) and Streetscape Matters:

- a) *Public toilets:*
- i. **Plan submission 24/00216/FUL** - the planning application has not been determined by the determination deadline of 19th April. Since the proposal is for a relatively simple structure and that to date has only attracted three comments; one from Highways, one from the National Trust, and one from Martin Fishwick, our Architect is encouraging Planning to reach a decision with as little further delay as possible.
  - ii. **Wastewater system operated by City Council** – an initial holding response has been received from City Council regarding the proposals made last month concerning the wastewater arrangements. They are investigating the proposals and will hopefully respond in full shortly.
  - iii. **Next stages of work** – HM Architects will shortly be making a proposal to the PC to draw up a Tender document to invite suitable Contractors to quote for the construction works in order to comply with the procurements policies of the Levelling Up Grant.
  - iv. **Potential contractor** – Cllr Bennett has sent copies of plans and discussed the project with a local contractor. Although they have a large stream of work in progress, since the scale of our project is relatively small, they have agreed to look at it once the tender document has been produced.
  - v. **The 5 yearly EICR check** – whilst the certificate is valid for 5 years there is a recommendation for a check after 3 years, which is now due according to Clarkson Electrical Solutions. Given that works are to begin in the coming months and that the 3-yearly review is a non-statutory requirement, Cllrs **AGREED** this would not be a good use of public funds at this time and will not be having the inspection carried out.
- b) *Defibrillators / First Responders:*
- i. **Defibrillator at The Green** – due to the lack of properties with electricity available at their boundary, it is proving difficult to find a suitable location to house one of the spare devices. Once a location has been confirmed, Cllrs can then approve the purchase of a suitable housing unit.
  - ii. **Monies from Silverdale First Responders** – matter is still ongoing.

- c) *Improvements to Mobile phone signal* – Clarke Telecoms have reported that they are currently in pre-application discussions with City Council. Cllr Bennett has been unable to determine before the meeting whether the initial consultation plan they sent to us had been updated following PC comments, particularly with regards the excessive height of the masts above the tree line. However, Cllr Bennett has now been put in contact with the Planner for Clarke Telecoms so hopefully a constructive dialogue can now be formed going forward. Once details of the application have been confirmed, the PC to coordinate a response as it is likely to create a number of questions from residents.
- d) *Transport - Community Energy Fund Round 2 funding submission* - a full application from Silverdale has now been submitted to fund consultancy fees to investigate sustainable transport options for Silverdale. The consultants would assess community needs and conduct full community consultations and public meetings to ensure everyone is onboard with potential project proposals.
- e) *Wild Camping* – Cllr Houghton raised a concern that there is an increase in the amount of human faeces in Bottoms Wood, Woodwell and Storrs Lane. The Cove appears to have a van parked most weekends and there are often tents in the copse of trees by the Lots. The PC need to determine how widespread the concern is and so requires evidence there is a problem before they can bring it to the relevant landowners for assistance. A message to be put out on Facebook and in the Parish Magazine for residents to document if they find there to be an issue.

**13709. Improvement of Service Provision in Silverdale by Ash Trees Surgery** – a letter was sent to the Practice Manger by the Clerk on 21/04 requesting their attendance at a public meeting on Tuesday 25<sup>th</sup> June at the Gaskell Hall. The meeting proposed would comprise of an introduction by a member of the PC, a short presentation by Ash Trees and Park View Surgery, covering topics such as future provision, the role of the pharmacy etc followed by a question-and-answer session led by the PC. The aim would be to help form the basis for future cooperation that is local, sustainable, and mutually beneficial. As yet no response has been received.

**13710. Playground Matters** – Cllr Bennett circulated a report to Cllrs ahead of the meeting which detailed the following points:

- a) *Urgent actions taken* – none.
- b) *New issues noted on the Parish Contractor's weekly inspections or City Council reports* – the Clerk has now placed a copy of the PC's insurance statement in the noticeboard at the Playground and has had some spare keys cut.
- c) *Ongoing issues* – J. Dixon & Son are due to fit the new steps to the toddler multiunit within the next 4-weeks.

**13711. Finance:**

- a) For the monthly check of monies, a bank statement was given to Cllr Fisher who verified the following receipts into and balance on the Current Account:
  - i. £76,759.00 (2024/25 precept) on 09/04
  - ii. £869.54 (VAT rebate) on 23/04
  - iii. £118,792.77 to be the balance on the Current Account on 01/05/24
- b) The payments to the following accounts were approved and required cheques signed:
  - i. EDF Energy (toilets) - £10.00 **BACS**
  - ii. EDF Energy (clock) - £18.00 **BACS** – Clerk to request for a smart meter to be fitted
  - iii. Water Plus (toilets) - £45.82 **BACS**
  - iv. L.A.L.C (annual subscription) - £334.50 **CHQ:622581**
  - v. Lancaster City Council (works at Bankwell) - £156.00 **CHQ:622582**
  - vi. V. Westhead (Healthy Village meet & greet - last of funds held) - £34.11 **CHQ:622583**
  - vii. Gaskell Memorial Hall (room hire on 16/03/23,15/11/23, 01/02/24, 21/03/24) - £163.50 **CHQ:622584**
  - viii. Great Oaks Tree Services Ltd (playground contractor - Inv. 529) - £1,038.00 **CHQ:622585**
  - ix. New Brooms (cleaning of public toilets) - £1,248.00 **CHQ:622586**
  - x. D. Wain (PC contractor x4 invoices) - £1,323.99 **CHQ:622587**
  - xi. M. Richardson (internal accounts auditor) £100.00 **CHQ:622588**
  - xii. Silverdale Parish Council (for transfer to Skipton Building Society) - £40,000.00 **CHQ:622589**
  - xiii. D. Bold (tree root assessment for public toilet planning application) - £250.00 **CHQ: 622590**

c) Audit matters:

- i. *Approval of the 2023/24 accounts* - the internal auditor's comments on Section 3 were considered; the accounts were then **APPROVED** and sections 1 and 2 of the Annual Return were signed.
- ii. *A new Savings Account* – with interest on savings of 3.8%, the PC is in the process of opening a new savings account with the Skipton Building Society to transfer all monies currently held in the Santander Deposit Account which has a savings rate of 1.5%.

**13712.** Annual Appraisal – it was noted that the Clerk and Deputy Clerk have informally had their annual appraisals and are happy continuing with their current roles.

**13713.** Review of Works to be Carried Out by the PC Contractor in the Coming Month – trim the area around the benches and clean down ready for use; investigate whether it is possible to replace the bulbs in the Millennium clock with an LED version and cement the surrounding loose cobbles; test the starting up of the generator for the Emergency Plan.

**13714.** Arrangements for the Lighting of Beacons to Commemorate the 80<sup>th</sup> Anniversary of the D-Day Landings – the PC have confirmed its participation to 'light up Lancashire' and gained permission from the National Trust for a beacon to be lit alongside the Queen Victoria Jubilee Memorial (pepper-pot) on Thursday 6th June at 9:15pm. The Clerk to confirm the event will be covered by the PC's Public Liability insurance.

**13715.** Historic Issue of Flooding Outside 'Rock Villas' on Lindeth Road – the drainage design team from County Council had a site visit with a resident last year with proposals promised. City Cllr Greenwell to pick the issue up with the County Cllr Williamson to try and push the matter forward for the residents.

**13716.** Items for Information:

- a) Fruit trees at The Institute are in need of attention.
- b) Potholes at the end of Woodlands Drive are now considerable and need reporting to Highways.
- c) The National Trust have given notice to the tenant farmers at Bank House Farm.

**13717.** Suggestions for Future Agenda Items:

- a) Management of Cllr emails.
- b) Adopting The Civility and Respect Pledge.
- c) National Trust plans for Bank House Farm.

**13718.** Date and Time of Next Parish Council Meeting – the next meeting is the Annual meeting of the Parish Council on **Tuesday 4<sup>th</sup> of June 2024**. Items for the agenda and copies of reports to be with the Clerk **before 9am on Monday 27th May 2024**.