

14002 UNCONFIRMED Minutes of the Annual Meeting of Silverdale Parish Council held at the Silverdale Village Institute, Spring Bank, on Tuesday 6 May 2025 at 7.00pm

14003 Present:

Chairman: T.G. Bond (Terry)

Vice-Chairman: J. Bennett (John)

Parish Councillors (Cllrs): A.J. Houghton (Tony), S. Fishwick (Sarah), K. Reed (Keith), E. Unsworth (Liz), J. Webster (Jenny)

Clerk: S. McDaid (Sarah)

Deputy Clerk: A. Allum (Antonia)

City Councillor: A. Greenwell (Alan)

Police: PS1938 L. Brown (Lindsay)

Members of the Public: Seven

14004 Cllr Unsworth was elected the Chair of the Council, proposed by Cllr Reed and seconded by Cllr Webster. The Clerk witnessed the signing of the Declaration of Acceptance of Office.

14005 Cllr Webster was elected the Vice Chair of the Council, proposed by Cllr Reed and seconded by Cllr Bond.

Cllr Unsworth gave thanks to Cllr Bond and Cllr Bennett for their many years of good work. The council is grateful they are both staying on as councillors.

14006 Apologies for absence: None.

Noted that the newly elected County Councillor for Lancaster Rural North is Cllr Graham John Dalton. Thanks was given for Phillippa Williamson's hard work over her term of office.

14007 Receipt of declarations of members' interests relating to any items appearing on the agenda: None.

14008 Minutes of the previous meeting:

The minutes of the extra-ordinary meeting held on Thursday 20 April 2025 were **APPROVED** then signed by the chair.

The minutes of the ordinary meeting held on Tuesday 1 April 2025 were **APPROVED** as corrected then signed by the chair.

14009 Matters arising from the minutes of previous meetings, not covered by the agenda:

Min 13925f "No overnight parking" signage **deferred to next meeting**.

Min 13984 Gaskell Hall have reported improvements in the parking situation. There will be a meeting with Bleasdale School and Cllrs Bennett and Fishwick on Friday 9 May. Due to the recent change in County Councillor, it is not known if Cllr Dalton will attend. **See Min 14018I**.

Min 13991c Thanks given to Cllr Webster for setting up traffic cones on Post Office Hill at Easter and bank holiday weekend. The council felt these helped although double yellow lines would be preferable.

Signed.....Date.....

14010 Sgt Brown report:

11 incidents for the period 1st April to 5th May for Silverdale:

- 2 Road Traffic Collisions. One involved a drink driver who crashed into a wall at the Green and was subsequently arrested, the other a stationary vehicle crashed into on Emsgate Lane
- 1 Vehicle Crime whereby a set of binoculars, a radio and a torch were taken from a van on Lindeth Close
- 1 Suspicious Circumstances whereby 3 youths were wandering the village with a suitcase offering to wash cars
- 1 Missing person, an 82-year-old with dementia, found
- 1 ASB. A report of motorcycles and climbers in Trowbarrow quarry. 3 local youths advised, Youth Referrals completed and sent on their way. Climbers not breaking any laws, only one particular route in the quarry is restricted due to nesting.
- 1 Fraud where a £7000 bill was run up on a chatline
- 4 Miscellaneous incidents including 2 vehicles flooded on the shore, sheep on Moss Lane, a found handbag on The Row and a male offering a lift to a lone female described as aged about 60 and wearing wellies (amongst other clothing!)

Sgt Brown stated this is a low number of incidents considering the good weather.

Cllr Bennett asked for clarification on 999 calls due to some calls being sent to Cumbria police – Sgt Brown advised to be clear on location, stating Lancashire as well as immediate location.

14011 Matters raised by members of the public:

- Simon Waterhouse, Chair of Silverdale Cricket Club, updated the council on extension plans. A non-material amendment has been made to the approved planning application – 30 solar panels on the roof and profile sheeting roof material. The National Trust landlords have given approval. Mr Waterhouse circulated a copy of the proposed plan to the councillors.
- Natasha Kirkham from Silverdale Cricket Club explained the extension will provide a female changing area and spoke about fundraising efforts. The club will write a formal application to the council for funding support.
- Hayley Clarke, Chair of Silver Saplings Campsite, and Helen Lloyd, a resident local to the campsite, attended the meeting to discuss item 12t on the agenda. Residents report excessive late-night noise, car horns and drunken behaviour on the campsite and have concerns about commercial use of the site without a Site Warden. The Silver Saplings committee take complaints seriously and have put signage up – no noise after 10.30pm. Cllr Bennett asked if there is a phone number residents can call in the event of issues, the committee will come back to the council. After 11pm it is a police matter. **Cllr Webster will investigate the law on campsite wardens.** Mrs Lloyd was encouraged to keep a log of any disruption.

14012 A report of any relevant matters by City Councillor Alan Greenwell:

1) Cllr Greenwell expressed sadness at Phillippa Williamson no longer being a Lancashire County Councillor for our area and gave thanks for her many years of good work.

2) Silverdale Station & Access to the RSPB

There is a need to get pedestrians away from the dangerous road junction at the top of Storrs Lane/Red Bridge Lane/Slackwood Lane and the narrow bridge with no pavement. Possible solution is to open a short flat access point between the platform and the RSPB car park. Cllr Greenwell has

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spoken to Jarrod Sneyd of the RSPB and a member of his development team, and they agree with the principle of opening an access.

Noted that Network Rail own the platform and Leighton Hall licence the land to the RSPB; initial contact has been made with Lucy Arthurs. Cllr Greenwell is optimistic something can be done. Cllrs Bennett and Houghton highlighted previous conversations with Network Rail and the high costs involved. Cllr Reed suggested this matter be addressed holistically as part of the Silverdale Sustainable Transport Strategy.

3) Lindeth Road Flooding (Rock Villas)

County council have set aside £60K to address the persistent flooding problems. This work has been assigned to a capital drainage team who are currently programming their works for this financial year. The work includes repairing the main outlet within the garden of No.18 Rock Villas. The work also includes reducing the outflow from Lindeth Close into the Rock Villas area.

14013 A report of any relevant matters by County Councillor: None, due to the changeover.

14014 Verbal reports from meetings attended by councillors or the clerk: None.

14015 Planning Applications

It was noted that the following planning applications have been submitted to Lancaster City Council and circulated to members of the Council since the last meeting:

- 25/00209/FUL 6 Stankelt Road – Erection of single storey front & side extensions – Grid Reference 346166,474881
- 25/00381/FUL 8 Shore Cottages, Shore Road – Erection of a two-storey extension to the rear, installation of air source heat pumps, and skylights to the rear – Grid reference 345781,475002
- 25/00272/FUL 1 The Green, Silverdale – Installation of new fire escape door to rear/side elevation, replacement of acrylic paint and cement render to front with lime mortar and lime/silicate masonry paint, installation of new rainwater goods, new soil vent pipe and installation of rooflights to the rear. – Grid reference 346627,474910
- 25/00273/LB 1 The Green, Silverdale – Listed building application for the installation of new fire escape door to rear/side elevation, replacement of acrylic paint and cement render to front with lime mortar and lime/silicate masonry paint, installation of new rainwater goods/new soil vent pipe, construction of seating area to rear, installation of rooflights to the rear and installation of w.c. to rear shower room – Grid reference 346627, 474910
- 25/00456/FUL Hazelwood Lodge, Hollins Lane - Demolition of existing shed and erection of a replacement mono-pitched timber shed – Grid reference 346802,474527
- 25/00459/FUL 36A Lindeth Road - Alteration of the existing windows, installation of additional windows to the side elevations, new door to the rear to replace existing window, installation of rooflight to the rear, change of cladding material, relocation of existing shed and associated landscaping works – Grid reference 346189,474431

Cllr Reed stated that there are no objections to these applications. Comments have been sent to the council regarding 8 Shore Cottages and it not becoming a holiday let. **Noted** that the rear access to the cottages is private, not a public Right of Way, and is a matter for residents to address with the City Council planning department.

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14016 To receive the Clerk's report of any action (other than consideration of Planning Applications) taken under the provisions of Standing Order 25: None.

14017 Correspondence received since the last meeting and any actions to be taken:

- a) National campaign information honouring PCSO's with 20 years' service (01/04/25)
- b) Consumer Alerts for April 2025 (03/04/25)
- c) Police and Crime Commissioner Summer Community Fund (03/04/25)
- d) Geovation Spring edition newsletter (13/04/25)
- e) Rural Services Network – April 2025 edition newsletter (07/04/25)
- f) Jupiter Play & Leisure – Webinar information (09/04/25)
- g) Notice of proposed temporary road closure on Hollins Lane, Silverdale on the Tuesday 24th June 2025 to enable pole testing works. Ref HRiT/59424/EF (13/04/25)
- h) Email received from LALC – Offer of fully funded standard trees for immediate planting (13/04/25)
- i) LCC Winter Stakeholder gritting bulletin (11/04/25)
- j) Bus service changes for April & May (16/04/25)
- k) EV Charge Point webinar invitation (16/04/25) – **Cllr Unsworth will attend.**
- l) Parish Online Newsletter (17/04/25)
- m) Parish Council Forum event – the event will take place at Lancaster's Storey Institute on the afternoon of Wednesday 21st May. The Forum will begin at 2pm and conclude at 4pm. (16/04/25) – **Cllr Unsworth will attend, Clerk to inform.**
- n) Lancs County ecologists have got in touch regarding the (Biological Heritage Site) surveying season for 2025, wanting to do Burton Well Scroggs this year (16/04/25)
- o) Email received for EDF Direct Debit increase from May 2025, changing from £24 to £37.80 (16/04/25)
- p) Email received for EDF Direct Debit increase from May 2025, changing from £20 to £26.77 (16/04/25)
- q) Post Office closure letter – 15th May 2025 (17/04/25)
- r) Public Sector Executive newsletter (17/04/25)
- s) Rural Funding opportunities email from Lancaster City Council (19/04/25) – Cllr Unsworth asked that the council be made aware of funding opportunities so they can circulate the information through their communications. **Cllr Webster to liaise.**
- t) Email received from Silverdale residents Helen & Brian Lloyd regarding Silver Saplings Campsite (24/04/25) – see Min 14011.
- u) Hot Topics Newsletter (Lancashire Fire & Rescue) (17/04/25)
- v) Spring Concert at Borwick and Priest Hutton Memorial Hall (28/04/25)

14018 Working Groups

- a) Public Toilets – moved to Min 14021-6
- b) Mobile phone signal improvements – **deferred to next meeting**
- c) Children's Playground Notice board – delayed due to contactor illness

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- d) There was a discussion around the Emergency Plan and the meeting that occurred on 26 April. Cllr Bennett emphasised the importance of a robust management structure, risk assessments and insurance cover prior to implementing the plan. The council thanked Richard Gargini from Wennington Council and will accept his offer of support and guidance. **Cllr Webster will liaise with Mr Gargini.** The generator at Gaskell Hall is not currently operational. **The council resolved** to discuss the generator with Gaskell Hall.
- e) Silverdale to Kendal bus service – **The council declined** to write to Lancashire County Council and ask that passengers alighting the morning bus at Silverdale (9.20am) can use their bus passes because it is a national scheme.
- f) Dog bags – **The council resolved** to wait until September to find sponsorship to pay for the free dog waste bag service. **Cllr Bennett to look at applying labels to the dispensers.**
- g) Bike Racks project – delayed due to contractor illness and future funding deadlines
- h) Affordable Housing/Second Holiday Homes – There was a discussion around holiday let issues including parking and noise, and on national council tax legislation for second homes. Cllr Reed stated that the policy in the Local Plan isn't clear, **Cllr Greenwell will gain clarification. Cllrs Reed and Greenwell will liaise on second home/holiday let figures** and come back to the council.
- i) IT support – **The council declined** to accept a quotation for an annual support service from iTek. **The council resolved** to continuing paying ad hoc support charges. **Noted** that the old parish council laptop has been fully wiped and **Cllr Bond will offload.**
- j) Woodlands – **The council resolved** to obtain a quote for tree felling at Burton Well Scroggs from NWEB preferred contractor.
- k) Woodlands – **The council agreed** to the disposal of old paper records of Tree Preservation Orders. These are now kept digitally.
- l) Silverdale Parish Council and Lancashire County Council parking strategy – **Cllrs Fishwick and Bennett will send a report to the council** after the meeting with Bleasdale School on Friday 9 May. **Noted** that Bleasdale School will be increasing the size of its provision in September, and that it is an important provision. Cllr Bennett feels there are environmental issues with travel as well as parking issues.

14019 Finance

- **Noted** the following payments were approved:

Regular Payments	
First Cut Grounds Maintenance (March 25)	£980.50
First Cut Grounds Maintenance (April 25)	£980.50
Clerk Salary & Expenses	£566.20
Deputy Clerk Salary & Expenses	£312.37
HM Revenue & Customs (PAYE for Clerk & Deputy Clerk)	£120.20
Direct Debits/Standing Orders	
Waterplus (Toilets)	£55.25
iTek Computer Solutions	£112.80
EDF Energy (Clock)	£20.00

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EDF Energy (toilets)	£24.00
Other payments this month	
Gaskell Memorial Hall	£60.00
LALC Membership Invoice (25-26)	£336.15
iTek Computer Solutions	£144.00

- **Noted** the bank balance at 25/04/25 is £120,775.70, Cllr Webster countersigned the bank statement
- **Noted** the receipt of precept £78,510.26
- **Noted** the HMRC VAT refund £6,225.00
- The changing of signatories will be **added to next agenda**
- The changing of banks to Unity Trust Bank will be **added to the next agenda**

14020 Public Toilets – Cllr Bennett sent his report to councillors on 2 May

- 1) **The council resolved** to settle invoice number 4, £7,700 plus VAT, from Baldwin Building Services as a further stage payment for the current phase of refurbishment works at the Toilet Block. **Cllr Bennett will ratify the invoice once a breakdown has been supplied**, and any discrepancies will be rectified on the final invoice.
- 2) The consideration of the plan of further work and projected costs, to complete the current phase of refurbishment works was **deferred to the next meeting**.
- 3) **The council resolved** to investigate bringing the existing Ladies section back into service as a “Unisex” single user toilet, until the new DDA compliant cubicle is complete and operational. **Cllr Bennett will finalise figures with Parish Contractor**. Cllr Houghton asked that a bright spotlight be installed to avoid unsuitable use of the toilet.
- 4) The consideration of the plan for a future phase of refurbishment work for conversion of the existing Ladies section into a second DDA compliant and family toilet cubicle, subject to finding suitable funding was **deferred to the next meeting**.
- 5) The consideration of a proposal to fit out the service/storeroom with shelving etc for storage of toilet cleaning materials and consumables, and to provide storage for other Parish Council property including Christmas Lights, Playground spares/service items, paint for public benches etc was **deferred to the next meeting**.
- 6) **The council resolved** to apply immediately to a fund for the £20,000 required for the completion of the public toilets. **Cllr Bennett will send the information to Cllr Unsworth**.

14021 Public Noticeboards

- 1) **The council resolved** to create a policy that guides and controls how the public noticeboards are to be used, with particular guidance on the maximum size of individual posters, duration of display, requirement to remove the poster when out of date, and to the acceptability or otherwise of notices which are fully commercial in content.
- 2) **The council resolved** to erect two further public noticeboards at the junction of Cove Lane / Cove Road and in the Lindeth Road area.

14022 There is a casual vacancy for a Parish Councillor. No interested parties yet.

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- 14023** The Clerk requested that everyone contacts her on clerk@silverdale-pc-lancs.gov.uk
Cllr Unsworth noted that all councillors should use their Silverdale PC addresses.
- 14024 Noted** that the Clerk will need access to Skipton Bank account for administration purposes only.
- 14025** Future Agenda items for consideration: Cllr Reed requested a review of the Working Groups
- 14026** The meeting closed at 9.05pm. The next Parish Council meeting is on Tuesday 3 June 2025.
Items for the agenda and copies of reports to reach the clerk **before Wednesday 28 May**.