SILVERDALE PARISH COUNCIL

Councillors you are duly summoned and members of the public are invited to attend a Meeting of Silverdale Parish Council on Tuesday 5th August 2025 at 7:00 pm at

The Institute, Springbank, Silverdale, LA5 OTE, for the purposes detailed in the following agenda.

Agenda - August 2025

	Agenda Items	Documents
1	Apologies	
	Councillor Keith Reed	
	2. Councillor Tony Houghton	
	3. City Councillor Alan Greenwell	
2	Declarations of interest	
	To receive from members in respect of items on this agenda (Members are reminded that it is a	
	criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting)	
3	Minutes of last meeting	Minutes of the
	Chair to sign the minutes of the meeting held on 1st July 2025 as a true record.	last meeting
4	Matters arising from previous Minutes	
	To receive information about matters arising from the minutes of previous meeting and not	
	covered elsewhere in the Agenda, and to update on council previous actions	
5	Police report	
	To receive a report from the Police if available	
6	Public Participation	
	Members of the public will be given the opportunity to speak, ask questions or raise matters of	
	interest with regard to this agenda. (Time is limited to 30 minutes in total and not more than 3	
	minutes per person. Note: Members of the Council are not permitted to respond, except to ask	
	questions for the purposes of clarification only)	
7	Reports	
	a) To receive verbal reports from any meeting attended by Members, or the Clerk (verbal	
	reports are only acceptable where no decision, or action, is required)	
	b) To receive a report of any relevant matters by City Councillor Alan Greenwell	
	c) To receive a report of any relevant matters by County Councillor Graham Dalton	
8	Planning Applications	Date sent to
	To note that the following planning application(s) has been submitted to Lancaster City	Councillors
	Council and circulated to members of the Council since the last meeting:	
	To note that no planning applications have been submitted to Lancaster City Council and	
	circulated to members of the Council since the last meeting	
9	To receive the Clerk's report of any action (other than consideration of Planning	
	Applications) taken under the provisions of Standing Order 25	
	a)	
10	Correspondence received	Date sent to
	Correspondence received since last meeting:	councillors
	a) Rural Services Network weekly news (27.06, 03.07, 09.07, 16.07, 23.07)	
	b) Public Sector Executive email (27.06, 29.06, 08.07, 11.07, 15.07, 22.07, 29/07)	
	c) The Circuit newsletter – Summer Edition	27.06.25
	d) Pots of possibility grant fund ideas email	03.07.25
	e) Premium Quality Noticeboards email	03.07.25
	f) Email from Lancashire County Council re Consultation on Pan-Lancashire draft	03.07.25
	Pharmaceutical Needs Assessment	
	g) Email from HMRC - VAT 126 Overpayment (Account Balanced)	02.07.25
	h) Letter/email from B4RN regarding board changes	03.07.25
	i) Consumer alerts – July 2025 email	06.07.25
	j) Email from The Circuit re defibrillator at Silverdale Hotel	06.07.25 06.07.25
	<u> </u>	00.07.23

	k)	Email from Development Control – A Guide for Advertisers	07.07.25				
	l)	Email from LALC re Whistlestop training	07.07.25				
	,	Email from Gaskell Hall Secretary asking for further information on noticeboards	07.07.25				
		Email from CPD Events – Delivering public service for the future	09.07.25				
		Email from Lancashire County Council - Potential Closure of the Lancashire	15.07.25				
		Environmental Fund June 2026.					
	p)	Email received from Lancashire County Council - Summer Campaign	15.07.25				
		Parish Online Newsletter #60	16.07.25				
	r)	Public sector executive podcasts - Listen EP 70 Now: Discussing Public Sector Estates	16.07.25				
	s)	Email from Scribe – Business case	21.07.25				
	t)	Email received from Wolf House	21.07.25				
	u)	Email from a resident to Cllr Bennett and Cllr Unsworth regarding signage at The Cove					
	v)	Cllr Unsworth responded to further questions from a resident regarding the Emergency					
		Plan					
	w)	Email from TransCityRail (23.07, 29.07)					
	x)	Email from Silverdale resident regarding the car park at the station	26.07.25				
	y)	Email received from Charity Commission	27.07.25				
	z)	Email from Communication at Lancashire Fire and Rescue	27.07.25				
	aa)	Email from Silverdale resident regarding missing recycling collections	27.07.25				
		Email from Lancashire County Council regarding Bus Service Changes for August 2025	29.07.25				
	cc)	Email from Pots of Possibility workshop invitation: Moving beyond grant funding	29.07.25				
11	Worki	ng Groups					
	4 855	andalah Harrian					
		ordable Housing					
	a)	Supportive partnership with Lune Valley Community Land Trust (Memorandum of Understanding), with Councillor Webster having been coopted onto the Board.					
	b)	Strategic sites for potential inclusion in the new Lancaster City Council Local Plan: three					
	D)	submitted as important but not necessarily for action.					
		submitted as important but not necessarily for action.					
	2 - Children's Playground						
	a)	To receive a report on any urgent actions that have been taken and to consider any other					
		issues raised in the Lancaster CC quarterly report, or Parish weekly inspections.					
	b)	To decide on treatment for degeneration of surfaces					

- c) To decide on whether to request re-positioning of the cycle rack.

3 - Footpaths etc.

4 - Highways Maintenance

a) Temporary road closure on Emesgate Lane, Silverdale on the 06.07.25, until 10.07.25 to enable the urgent repair to leaking main in the carriageway to take place. The prohibition will be operative from 0830 hours on Sunday 6th July 2025 until 2359 hours on Thursday 10th July 2025 or until completion of the works within this period.

b) To discuss urgent issues regarding Highways with Graham Dalton (progress on arranging meeting with Lancashire County Council Cabinet member)

5 - Net Zero Carbon

- a) Stage 2 funding Expression of Interest submitted to GB Energy Community Fund (circulated)
- b) Note of meeting on 22nd July circulated.

6 - Public Toilets

- a) To consider on progressing the Refurbishment project through to completion.
- b) To note that a funding grant of £24,999 from Rural England Prosperity has provisionally been allocated.
- c) Conveyancing to receive an update.

7 - Transport/Access & Village Parking

a) Cllr Unsworth distributed Final notes - Transport & Visitor Access Group meeting 25 June

08.07.25

06.07.25

25

- b) Potential discussion with Bleasdale regarding staff and resident parking
- c) Cllr Keith Reed is sending information to Bleasdale School on Transport Plans
- d) New parking regulations affecting the Shore
- e) Plans for Station car park
- f) Cllr Unsworth reported suspicious activity in Silverdale to PC Brown of Lancashire Police

15.07.25

8 - Silverdale Emergency Resilience Group (SERG)

- a) Adopt SPC Volunteer Policy and Volunteer Questionnaire
- b) Next meeting at the Village Institute at 2pm on the 23rd August and call for more volunteers; address water supply disruption
- c) Lancashire Resilience Forum Community Emergency Exercise 25 October 25
- d) Emergency Plan: Equipment funding (decision due September); Lancaster City Council has funded the remedial works for the generator

9 -Streetscape

- a) Consider a proposal for installing the "Overnight Stays" at Woodwell
- b) Consider offering assistance to the RSPB regarding signage including "No Overnight Stays" signage at The Cove.

10- Woodland Management

12 | Projects/Issues

- a) Mobile signal communication from Lizzi Collinge MP
- b) Other SPC Policies needed for the website
- c) Insurance for SPC need to send new policies re Volunteers and operation of generator

Direct Debits/Standing Orders

d) Remembrance Day preparations – checklist

13 Parish Contractor

a)

14 Finance

Audit Matters

Regular Payments

a) To approve the following payments:

Clerk Salary & Expenses	£479.32	Waterplus (Toilets)	£47.23
Deputy Clerk Salary & Expenses	£186.73	iTek Computer Solutions	£112.80
HM Revenue & Customs (paye for Clerk & Deputy Clerk)	£111.00	EDF Energy (Clock)	£26.77
First Cut Grounds Maintenance Services Ltd – invoice 1131	£980.50	EDF Energy (toilets)	£37.80
Other payments this month			
iTek Computer Solutions (INV-29966, June 25) difference remaining after SO payment	£12.92	Cllr John Bennett reimbursement (Willacy Contractors, Invoice 104082)	£87.12
Itek Computer Solutions (INV-30281, July 25) for £125.76. £112.80 covered by SO, difference remaining	£12.92	David Wain Countryside Contractors (Public Toilets)	£355.23
Signs Express, Invoice 38877	£23.50	David Wain Countryside Contractors (work done for the parish council)	£570.00
ITek Computer Solutions (INV-30672, for £125.76. £112.80 covered by SO, difference remaining	£12.92		

- b) To approve any payments due since publishing the agenda
- c) To approve retrospective payments included in list above (add to minutes)
- d) To receive, approve and sign month end balances
- e) To decide on change of bank
- f) Decide on contracting accountant to input data to send to HMRC
- g) To decide on funding Scribe software for use by the Clerk for accurate accounting

	h) To decide on funding laptop and JAWS software for new parish councillor: some grant funding may be available.	
	i) To agree the purchase of new pads & batteries for the Methodist defib. The ones at the woodies, and at the institute go out of date early December, so those too need agreeing so that we can buy them in time. Prices fluctuate, but about £100 each should be sufficient.	
15	To receive any items for a future agenda	
	a) To welcome newly co-opted councillor	
16	Date and time of the next meeting	
	Tuesday 2nd September 2025, 7pm at The Institute, Springbank, Silverdale	

Sarah McDaid Clerk to the Council clerk@silverdale-pc-lancs.gov.uk

