

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 0TE, for the purposes detailed in the following agenda.

Agenda - August 2025

	Agenda Items	Documents
1	Apologies 1. 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 (<i>Members are reminded that it is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting</i>)	
3	Minutes of last meeting Chair to sign the minutes of the meeting held on 1 st July 2025 as a true record.	Minutes of the 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. (<i>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</i>)	
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 To note that the following planning application(s) has been submitted to Lancaster City 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	Date sent to Councillors
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 Correspondence received since last meeting: 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 d) Pots of possibility grant fund ideas email e) Premium Quality Noticeboards email f) Email from Lancashire County Council re Consultation on Pan-Lancashire draft Pharmaceutical Needs Assessment g) Email from HMRC - VAT 126 Overpayment (Account Balanced) h) Letter/email from B4RN regarding board changes i) Consumer alerts – July 2025 email j) Email from The Circuit re defibrillator at Silverdale Hotel	Date sent to councillors 27.06.25 03.07.25 03.07.25 03.07.25 03.07.25 03.07.25 06.07.25 06.07.25 06.07.25

[illegible]

	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 d) Remembrance Day preparations – checklist																																												
13	Parish Contractor a)																																												
14	Finance Audit Matters a) To approve the following payments: <table><tr><th>Regular Payments</th><th></th><th>Direct Debits/Standing Orders</th><th></th></tr><tr><td>Clerk Salary & Expenses</td><td>£479.32</td><td>Waterplus (Toilets)</td><td>£47.23</td></tr><tr><td>Deputy Clerk Salary & Expenses</td><td>£186.73</td><td>iTek Computer Solutions</td><td>£112.80</td></tr><tr><td>HM Revenue & Customs (paye for Clerk & Deputy Clerk)</td><td>£111.00</td><td>EDF Energy (Clock)</td><td>£26.77</td></tr><tr><td>First Cut Grounds Maintenance Services Ltd – invoice 1131</td><td>£980.50</td><td>EDF Energy (toilets)</td><td>£37.80</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><th>Other payments this month</th><th></th><th></th><th></th></tr><tr><td>iTek Computer Solutions (INV-29966, June 25) difference remaining after SO payment</td><td>£12.92</td><td>Cllr John Bennett reimbursement (Willacy Contractors, Invoice 104082)</td><td>£87.12</td></tr><tr><td>Itek Computer Solutions (INV-30281, July 25) for £125.76. £112.80 covered by SO, difference remaining</td><td>£12.92</td><td>David Wain Countryside Contractors (Public Toilets)</td><td>£355.23</td></tr><tr><td>Signs Express, Invoice 38877</td><td>£23.50</td><td>David Wain Countryside Contractors (work done for the parish council)</td><td>£570.00</td></tr><tr><td>iTek Computer Solutions (INV-30672, for £125.76. £112.80 covered by SO, difference remaining</td><td>£12.92</td><td></td><td></td></tr></table> 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	Regular Payments		Direct Debits/Standing Orders		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		
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	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

Sarah McDaid