

UNCONFIRMED Minutes of the Ordinary Meeting of Silverdale Parish Council held at the Silverdale Village Institute, Spring Bank, on **Tuesday 5 August 2025 at 7.00pm**

14063 Present:
Chairman: E. Unsworth (Liz)
Vice-Chairman: J. Webster (Jenny)
Parish Councillors (Cllrs): T.G. Bond (Terry), J. Bennett (John)
Clerk: S. McDaid (Sarah)
Deputy Clerk: A. Allum (Antonia)
Police: PS1938 L. Brown (Lindsay)
Members of the Public: Two

14064 Apologies:
Parish Councillors (Cllrs): A.J. Houghton (Tony), K. Reed (Keith)
City Councillor: A. Greenwell (Alan)
County Councillor: Rev G. Dalton (Graham)

14065 Receipt of declarations of members’ interests relating to any items appearing on the agenda: None.

14066 Minutes of the previous meeting:
Resolved that the minutes of the ordinary meeting held on Tuesday 1 July 2025 be **approved** then signed by the chair.

14067 Matters arising from the minutes of previous meetings, not covered by the agenda: None.

14068 Sgt Brown report: There have been 13 incidents in the past month:

- 2 crime related – missing campervan awning & neighbour dispute involving dog mess
- 2 anti-social behaviour – smell of marijuana twice
- 3 public safety
- 3 minor road traffic collisions
- 3 administrative

The police team were made aware of reports of a van and a man with a torch at 3am one morning. This might have been the local milk man who delivers around 2am.
Noted reports of cold calling door salesmen via Neighbourhood Watch – police can be called to move them on.
Discussion around the issue of cars parking close to junctions. **Noted** there is Highway Code guidance (Rules 242 & 243) of not causing an obstruction and also parking no less than 10m from a junction. **Noted** the police can issue a ticket if a vehicle causes an obstruction, e.g. blocking bin lorry access. **Resolved** **Cllr Bennett to compile a list of recurrent problem locations and send to Sgt Brown.** The option of T-bar road markings was discussed. There is a pilot scheme where video uploads of vehicle obstructions can be submitted to the police, Sgt Brown will ask if the council can take part in the pilot.

14069 Matters raised by members of the public:

- Clarification concerning responsibility to clear vegetation growth on public footpaths, bridleways or public road – the boundary wall and any outgrowing or overhanging vegetation is the landowner's responsibility, any growth from the surface of the road or path is County Council's responsibility.
- Query on parking restrictions at the Shore – covered later in the agenda, see Min 14076 7d.

14070 Verbal reports from meetings attended by councillors or the clerk: None.

14071 A report of any relevant matters by City Councillor Alan Greenwell: None.

Noted email prior to meeting – Cllr Greenwell met with Martin Bottoms, Lancaster City Councillor and Cabinet Member for Morecambe Regeneration and Local Economy, in Silverdale to look at the urgent need for parking facilities within the village. During the visit they talked to Sefton Booth, Head at Bleasdale School, who highlighted a new option to relieve parking issues in the village. The discussion is ongoing.

14072 A report of any relevant matters by County Councillor Rev Graham Dalton: None.

Noted email prior to meeting – Cllr Dalton sent an email on 5 August regarding Bleasdale transport minibuses incorrectly using Bottoms Lane. Further instruction will be given to ensure all drivers follow the correct route from September – a one-way system using Stankelt Rd, Emesgate Lane and Park Road. The overall number of transport vehicles will be reduced by 6.

14073 Planning Applications

Noted that no planning applications have been submitted to Lancaster City Council and circulated to members of the Council since the last meeting.

14074 To receive the Clerk's report of any action (other than consideration of Planning Applications) taken under the provisions of Standing Order 25: None.

14075 Correspondence received since the last meeting was distributed to councillors by the Clerk – the following matters needed to be addressed:

- x) Station car park subsidy suggestion to be on next agenda.
- u) Signage at the Cove – see Min 14076 9b.
- aa) **Noted** Missed recycling bins were collected after Cllr Greenwell communicated with City Council.

14076 Working Groups

1. Affordable Housing

- a) **Noted** Cllr Webster was coopted onto the Board of Lune Valley Community Land Trust and has sent a Memorandum of Understanding to outline the hopes for the relationship between the council and the LVCLT. Cllr Reed has been invited for a tour of a Passivhaus in Halton on

6 September (Cllr Webster is unavailable). Cllr Webster will attend the LVCLT meeting on 28 August.

- b) **Noted** Three strategic sites have been submitted for potential inclusion in the new Lancaster City Council Local Plan.

2. Children's Playground

- a) **Noted** hedge works required with the suggestion of hard pruning in autumn after nesting season. **Resolved** to instruct the contractor to go ahead.
- b) **Noted** the degeneration of soft surfaces and imminent replacement required. **Cllr Bennett will put together a full proposal after further investigation into the options.**
- c) **Noted** better ground works are required for the cycle rack. **Resolved** to ask the contractor to quote.

3. Footpaths etc.

- a) See Min 14069

4. Highways Maintenance

- a) **Resolved** to raise the issue of a temporary road closure on Emesgate Lane 6-10 July with Cllr Dalton.
- b) **Resolved** to arrange a meeting with Cllr Dalton and Andrew Varley (Head of Service, Public Integrated Transport, Lancashire County Council) and Ian Wilkin (Team Manager for the Bleasdale Transport Service, Lancashire County Council) in September, to witness and discuss Highways issues in the village.

5. Net Zero Carbon

- a) **Noted** the submission of an Expression of Interest to GB Energy Community Fund for Stage 2 funding for a feasibility study into the viability of rapid Electric Vehicle charging points in Silverdale.
- b) **Noted** the minutes of the Net Zero Carbon meeting on 22 July were circulated to councillors on 4 August.

6. Public Toilets

- a) A discussion took place on progressing the refurbishment project through to completion.
- b) **Noted** that a funding grant of £24,999 from Rural England Prosperity has provisionally been allocated. The provisional grant will be withdrawn in 6.5 months therefore works must be completed and invoices presented for reclaim by end of February 2026. Provided due diligence is shown, the full formal Tendering process is not required. Baldwins Building Services has provided a full quote and **Cllrs Bennett and Unsworth will meet to** discuss.

Resolved to:

- i. proceed with Baldwin's subject to final negotiations
- ii. order the door directly from Danfo
- iii. ask Danfo to quote for fitting out the interior
- iv. approve the PVC tongue and groove ceiling finish

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- v. contact the Gaskell Hall to discuss B4RN connection
- c) **Noted** solicitors at City Council will submit a land registration of the full site prior to the transfer of ownership to the council, Cllr Greenwell is chasing this.

7. Transport and Access

- a) **Noted** the minutes of the Transport and Access meeting on 25 June were circulated to councillors on 8 July.
- b) **Resolved** Cllr Webster will write in the Parish Jottings to let residents know that discussions are ongoing with Bleasdale to find a parking solution.
- c) **Noted** Cllr Reed sent information to Bleasdale on transport plans.
- d) There was a discussion around the new parking regulations at the Shore; whether the sign adequately covers the Terms and Condition and how the regulations will be enforced.
Resolved Cllr Unsworth to write to Cumbria Parking for clarification on Ts & Cs and enforcement.
- e) Suggested plans for station car park **deferred** to next agenda.
- f) Suspicious van – see Min 14068
- g) **Resolved** Cllr Webster to deploy the parking cones again over the August bank holiday weekend.

8. Silverdale Emergency Resilience Group (SERG)

- a) **Resolved** to adopt the Volunteer Policy and Volunteer Questionnaire. **Cllr Webster will finalise the generator risk assessment with Cllr Bennett and then send it to Jim Ferguson to review before it is presented to the Gaskell Hall trustees.**
- b) **Noted** the next SERG meeting is at the Village Institute at 2pm on 23 August with a call for more volunteers to attend. The water supply disruption will be addressed; **Cllr Bennett will contact United Utilities for a map of the local supply network..**
- c) **Noted** councillors are encouraged to attend Lancashire Resilience Forum Community Emergency Exercise online on 25 October. **Noted** Electricity North West are planning to replace the substation at the Institute, which supplies around three quarters of the village, in August 2026. Suggestion this could be a training exercise.
- d) **Noted** an application has been made to Walney Extension Community Fund for emergency equipment funding with a decision due in September.
- e) **Noted** Lancaster City Council has funded the remedial works for the generator at the Gaskell Hall.
- f) **Noted** the latest Emergency Area Radio Link test revealed that it doesn't work within the Holgates building. Cllr Webster is enquiring about the potential of installing an Aerial Base Station to fix the issue.
- g) **Resolved** Cllr Bennett will review with Cllrs Webster and Houghton the storage arrangement in the toilet block.

9. Streetscape

- a) **Resolved** to instruct the contractor to install the "No Overnight Stays" sign at Woodwell, on the lane just past the houses. **Cllr Bennett to purchase a post for the sign.**
- b) **Resolved** Cllr Unsworth to write to the RSPB suggesting they create their own sign for The Cove with their logo and information.

10. Woodland Management

- a) **Noted** works are planned for 21 August to remove ash trees for Bottoms Lane – the power to the area will be switched off.

14077 Projects/Issues

- a) **Noted** Silverdale's mobile signal issues mean that the national emergency alert test on 7 September will not cover the area. Cllr Webster contacted Lizzi Collinge MP who has contacted network providers to ask them to address the lack of coverage.
- b) **Resolved** **Cllr Unsworth and the Clerk will liaise on policies needed for the Parish Council website.**
- c) **Noted** Silverdale Parish Council insurance is due for renewal on 31 August. Policy requires updating to include new public toilets, volunteer policies, emergency generator and risk assessments. Cllr Unsworth to meet with the Clerk to review the document.
- d) **Noted** a new bugler is required for Remembrance Day. **Cllr Unsworth will contact the new vicar regarding plans for the day.**

14078 Parish Contractor

- a) Completed tasks:
- Beds at Woodwell
 - Vegetation at Methodist Church
- b) Outstanding tasks:
- Bike rack installation
- c) New additions to the worklist:
- Weed spraying and area clean at the Clock
 - Installing sign at Woodwell
 - Hedge work at Playground

14079 Finance

- a) **Resolved** to **approve** the following payments:

Regular Payments	
Clerk Salary & Expenses	£479.32
Deputy Clerk Salary & Expenses	£186.73
HM Revenue & Customs (PAYE for Clerk & Deputy Clerk)	£111.00
First Cut Grounds Maintenance – invoice 1131	£980.50
Direct Debits/Standing Orders	
Waterplus (Toilets)	£47.23
iTek Computer Solutions	£112.80
EDF Energy (Clock)	£26.77
EDF Energy (Toilets)	£37.80
Other payments this month	
iTek Computer Solutions (INV-29966, June 25) difference remaining after SO payment	£12.92
Itek Computer Solutions (INV-30281, July 25) for £125.76. £112.80 covered by SO, difference remaining	£12.92

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Signs Express, Invoice 38877	£23.50
ITek Computer Solutions (INV-30672, for £125.76. £112.80 covered by SO, difference remaining	£12.92
Cllr John Bennett reimbursement (Willacy Contractors, Invoice 104082)	£87.12
David Wain Countryside Contractors (Public Toilets)	£355.23
David Wain Countryside Contractors (work done for the parish council)	£570.00

- b) **Noted** no payments to approve since publishing the agenda.
- c) **Noted** no retrospective payments to approve since publishing the agenda.
- d) **Noted** the Clerk still has no access to the bank account so there were no month end balances to be signed.
- e) Change of bank decision – **deferred** to next meeting. **Cllr Unsworth to circulate a document with details of each option.** Councillors were asked to forward information for the document regarding charges etc. to Cllr Unsworth as soon as possible.
- f) **Resolved** to contract an accountant to input HMRC data.
- g) Scribe decision - **deferred** to next meeting.
- h) **Resolved** **Cllr Webster to establish if there is a grant available for JAWS (Job Access With Speech) software for a potential new councillor.**
- i) **Resolved** to purchase new pads & batteries for the defibrillators at the Methodist Church, Woodlands Hotel, and at Village Institute.

14080 Future Agenda items for consideration:

- To co-opt new councillor
- Station car park subsidy
- Playground resurfacing
- Playground cycle rack ground works
- Playground hedge works
- Decision on bank account
- Decision on Scribe

14081 The meeting closed at 9.05pm. The next Parish Council meeting is on Tuesday 2 September 2025, 7pm. Items for the agenda and copies of reports to reach the clerk **before Wednesday 27 August.**

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