

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 2nd September 2025 at 7:00 pm at The Institute, Springbank, Silverdale, LA5 0TE, for the purposes detailed in the following agenda.

Agenda - September 2025

	Agenda Items	Documents
1	Apologies	
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	To Co-opt a new member onto the Parish Council and to witness the signing of the Acceptance of Office.	
4	Minutes of last meeting Chair to sign the minutes of the meeting held on 5 th August 2025 as a true record.	Minutes of the last meeting
5	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	
6	Police report To receive a report from the police if available	
7	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>	
8	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	
9	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: a) 25/0149/TPO Cove House, Cove Road, Silverdale – T1 Oak – Fell, T2 2 x Beech – Crown reduce by 2-3 m (no objections from councillors) b) 25/00582/FUL Stonyridge, 43 The Row, Silverdale – Erection of car port to the side elevation – Grid reference: 347108, 475597 c) 25/00919/FUL Glenarra, Park Road, Silverdale – Erection of a replacement dwelling – Grid reference: 346989, 475809	Date sent to Councillors 30.07.25 08.08.25 27.08.25
10	To receive the Clerk's report of any action (other than consideration of Planning Applications) taken under the provisions of Standing Order 25 a) HMRC update b) PK Littlejohn Update	
11	Correspondence received Correspondence received since last meeting: a) Rural Services Network weekly news (30.07, 06.08, 13.08, 20.08, 27.08.25) b) Public Sector Executive Newsletter (31.07, 06.08, 07.08, 12.08, 14.08, 19.08, 21.08, 26.08) c) Public Sector Executive Podcast (08.08, 13.08, 21.08, 26.08) d) Email regarding Silverdale Post Office – July Update e) Email from Silverdale resident regarding a dangerous wall on Wallings Lane	Date sent to councillors 30.07.25 01.08.25

	f) Email from Silverdale resident regarding Silverdale Renaissance 04.08.25 g) Consumer alerts received from Lancashire Trading Standards 04.08.25 h) Email from LCC - Lancashire Parish and Town Council Conference Saturday 1 November 2025 – <i>Cllr Webster to attend – just waiting on link to book</i> 05.08.25 i) NALC – Clear Councils Newsletter j) LALC – Extraordinary meeting reminder 06.08.25 k) Email informing of Next round of Pots of Possibility grant funding opening soon 08.08.25 l) Email from LCC - Public Rights of Way - Local Delivery/Biodiversity Schemes 2025-26 m) Email from National Health Executive - How NHS Leaders Can Remove Guesswork From Upgrades 11.08.25 11.08.25 12.08.25 n) Email from Lancashirewomen.org - Charity Event Notification/Licensing Enquiry o) Email informing Next round of Pots of Possibility grant funding opening soon 12.08.25 p) Social Housing insights email 12.08.25 q) Email from Morecambe Bay Partnership 13.08.25 r) Email from LCC - Articles for the Parish and Town Council Newsletter – deadline of 5th September 2025 - <i>Cllr Webster to submit article about SERG</i> 14.08.25 14.08.25 s) Email from Warton Alms Houses (Archbishop Hutton's Charity) t) Email from UK Public Sector - Large-Scale Housing + Infrastructure Driving Net Zero 18.08.25 u) Email from LCC - Your Local County Councillors District Poster - Lancaster 20.08.25 v) Email from Silverdale resident - Ashurst trees Burton Well Scroggs 20.08.25 w) Email for LCC - Bus Service Changes for September & October 2025 20.08.25 27.08.25	
12	Working Groups 1 - Affordable Housing a) Cllr Webster attended Lune Valley Community Land Trust board meeting on 28/08/25 2 - Children's Playground b) 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. c) Update on cycle rack (better ground works) d) Update on Playground resurfacing e) Update on Playground hedge works 3 - Footpaths etc. f) Cllr Unsworth sent an email to Cllr Alan Greenwell regarding overflowing bins on Bottoms Lane 4 - Highways Maintenance g) Temporary road closure on Bottoms Lane, Silverdale on the Thursday 21st August 2025 to enable tree cutting works to take place - Ref: HRIT/63012/EF] 5 - Net Zero Carbon 6 – Public Toilets h) To note - a cheque has been sent to Danfo for 50% deposit towards the door for the second toilet cubicle. i) To consider a proposal from Cllr Bennett on progressing the second stage of works on the Public Toilets. j) Water Plus meter readings. 7 – Transport/Access & Village Parking k) Cllr Unsworth sent email to Cumbria Parking Services regarding The Shore l) Suggested plans for Station car Park m) On site meeting with County Cllr Graham Dalton and Ian Wilkin from LCC transport service arranged for 3rd September at 08:30 regarding the Bleasdale transport arrangements 8 - Silverdale Emergency Resilience Group (SERG) n) Emergency alert to be distributed 07/09/25. Residents are encouraged to let SPC know if they don't receive it. o) Third meeting held 23/08/25	05.08.25 06.08.25

	9 - Streetscape 10- Woodland Management p) Email re trees on Burton Well Scroggs q) Completion of tree felling on Scroggs r) Agreement to fund annual tree survey s) Expression of interest submitted to Arnside and Silverdale National Landscape on 19 August regarding funding under Access for All to install an accessible interpretation board at Bank Well																																									
13	Projects/Issues a) Discuss setting up a WhatsApp group for councillors (for convenience and non-sensitive communications only)																																									
14	Parish Contractor a) To review and update the Parish Contractors Worklist b) To consider payment of a number of invoices from last financial year that the Parish Contractor did not submit at the time.																																									
15	Finance Audit Matters a) To approve the following payments: <table><thead><tr><th colspan="2">Regular Payments</th><th colspan="2">Direct Debits/Standing Orders</th></tr></thead><tbody><tr><td>Clerk Salary & Expenses</td><td>£496.34</td><td>Waterplus (Toilets)</td><td>£47.23</td></tr><tr><td>Deputy Clerk Salary & Expenses</td><td>£207.65</td><td>iTek Computer Solutions</td><td>£112.80</td></tr><tr><td>HM Revenue & Customs (paye for Clerk & Deputy Clerk)</td><td>£110.80</td><td>EDF Energy (Clock)</td><td>£26.77</td></tr><tr><td></td><td></td><td>EDF Energy (toilets)</td><td>£37.80</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td colspan="2">Other payments this month</td><td></td><td></td></tr><tr><td>Danfo (invoice number 0000008913), this was raised 13/08/25, as agreed in August agenda</td><td>£2680.00</td><td>HM Revenue & Customs NIC's for 2025/2025</td><td>£89.57</td></tr><tr><td>HM Revenue & Customs NIC and underpayment for 2024/2025</td><td>£793.35</td><td>Westmorland Tree Care Ltd</td><td>£1740.00</td></tr><tr><td>First Cut Grounds Maintenance Ltd (Invoice 1147)</td><td>£980.50</td><td>iTek Computer Solutions Ltd (INV-30980, for £125.76. £112.80 covered by SO, difference remaining</td><td>£12.92</td></tr></tbody></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) Deferred from August PC meeting - To decide on change of bank f) Skipton Building Society g) Deferred from August PC meeting - To decide on funding Scribe software for use by the Clerk for accurate accounting h) Deferred from August PC meeting - To decide on funding laptop and JAWS software for new parish councillor: some grant funding may be available.	Regular Payments		Direct Debits/Standing Orders		Clerk Salary & Expenses	£496.34	Waterplus (Toilets)	£47.23	Deputy Clerk Salary & Expenses	£207.65	iTek Computer Solutions	£112.80	HM Revenue & Customs (paye for Clerk & Deputy Clerk)	£110.80	EDF Energy (Clock)	£26.77			EDF Energy (toilets)	£37.80					Other payments this month				Danfo (invoice number 0000008913), this was raised 13/08/25, as agreed in August agenda	£2680.00	HM Revenue & Customs NIC's for 2025/2025	£89.57	HM Revenue & Customs NIC and underpayment for 2024/2025	£793.35	Westmorland Tree Care Ltd	£1740.00	First Cut Grounds Maintenance Ltd (Invoice 1147)	£980.50	iTek Computer Solutions Ltd (INV-30980, for £125.76. £112.80 covered by SO, difference remaining	£12.92	
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16	To receive any items for a future agenda																																									
17	Date and time of the next meeting Tuesday 7 th October 2025, 7pm at The Institute, Springbank, Silverdale																																									

Sarah McDaid

Clerk to the Council

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Sarah McDaid

